UNITED STATES DISTRICT COURT

DISTRICT OF NEW JERSEY

CLERK'S OFFICE

ECF USER MANUAL

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Introduction

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

The following definitions are used throughout this User Manual:

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

B. "Filing User" is an attorney who has a court-issued login and password to file documents electronically.

C. "Notice of Electronic Filing" is a notice automatically generated by the Electronic Filing System at the time a document is filed with the system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and an electronic link (hyperlink) to the filed document which allows recipients to retrieve the document automatically.

D. "Pacer" (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print and download court docket information over the internet.

E. "PDF" refers to Portable Document Format. A document file created with a word processor, or a paper document which has been scanned, must be converted to portable document format to be filed electronically with the court. Converted files contain the extension".pdf".

F. "Proposed Order" is a draft document submitted by an attorney for a judge's signature. A proposed order shall accompany a motion or other request for relief as an electronic attachment to the document.

G. "Document" shall include pleadings, motions, briefs, memoranda, exhibits, certifications, declarations, affidavits, papers, orders, notices, and any other filing by or to the court.

H. "Technical Failure" is defined as a malfunction of court owned/leased hardware, software, and/or telecommunications facility which results in the inability of a Filing User to submit a filing electronically. Technical failure does not include the malfunctioning of a Filing User's equipment.

I. "Paper Filing" is submitting a document in hard copy on paper.

J. "Pay.gov." is an electronic credit card payment system established by the United States Department of Treasury.

Help Desk

Contact the court's Help Desk for telephone assistance in using ECF between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, at one of the following numbers:

Camden - Toll Free 1-866-726-0726	or	1-856-757-5285
Newark - Toll Free 1-866-208-1405	or	1-973-645-5924
Trenton - Toll Free 1-866-848-6059	or	1-609-989-2004

OR

Contact the court via e-mail at **ecfhelp@njd.uscourts.gov.**

ECF System Capabilities

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

- Electronically file pleadings and documents in actual cases, 24 hours a day.
- View official docket sheets and other documents associated with cases.

Anyone can access the Court's web page at **www.njd.uscourts.gov** and perform the following functions:

- View, print or download the most recent version of the ECF User Manual.
- Self-train on ECF using the ECF Tutorial, which is available on the district court's ECF web site.
- Practice entering documents into ECF using a "training" system and database. The "training" ECF system is similar to the "live" ECF database.

Requirements

Hardware and Software Requirements

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

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh.
- A word processing software package such as Word Perfect or Microsoft Word.

- Adobe Acrobat software to convert documents from the format of their native application to portable document format (PDF) may be needed if your word processing software does not have built-in conversion capabilities.
- A scanner to convert paper documents that are not in a word processing format to PDF format for electronic filing in the court's ECF system. Use a scanner ONLY if you cannot electronically prepare your documents with a word processing software package and convert them to PDF format. When scanning documents for ECF, scan with a "black and white" setting, and at a resolution of 300. Scanning at resolutions greater than 300 dpi tends to clutter the electronic transfer with unwanted markings and print. All documents should be scanned with a "black and white" setting.
- An Internet service provider and web browser. The court has verified that its installed version of ECF is compatible with Netscape Navigator version 4.7x & 7.0x or Internet Explorer 5.5x & 6.0x.

Scope of Electronic Filing

All civil, criminal and miscellaneous cases filed in this court on or after January 5, 2004, will be entered into the court's Electronic Case Filing ("ECF") System in accordance with the Electronic Case Filing Policies and Procedures. Filing electronically became mandatory on January 31, 2005. Counsel of record in cases pending in this court must register as a Filing User. An attorney who is not a Filing User must show good cause before the presiding judge why he/she should be permitted to file and serve pleadings and other papers in the traditional manner. Except as expressly provided in the Electronic Case Filing Policies and Procedures, and in exceptional circumstances, all documents shall be filed electronically.

The filing of initial papers in civil cases, such as a complaint, notice of removal, petition for arbitration award, writ of habeas corpus or notice of appeal, can be filed electronically by making payment through Pay.gov. Cases subject to sealing or restricted access (e.g. social security, qui tam) and applications for an order to show cause should not be filed electronically. Counsel should refer to Local Rule 65.1(b) when filing an Application for an Order to Show Cause. If not filed electronically, the filing of initial papers in civil cases shall be accomplished by Paper Filing accompanied with a CD ROM containing the signed document in PDF format. In a case removed to the federal court, parties are requested to provide electronic copies of all documents previously filed in the state court. Procedures for filing an initiating document are outlined in the section entitled "How to File Initial Pleadings/Documents."

Service of summons and complaint must be made under Federal Rule of Civil Procedure 4 and applicable Local Rules governing service.

A party who is not represented by counsel must file documents with the Clerk as a paper filing.

Exceptions to Electronic Filing

Exceptions

(a) Permissive Exceptions

The following documents may be excluded from the Electronic Filing System and filed solely on as a paper filing:

(1) In cases where the record on an administrative proceeding (excluding Social Security cases) or other prior proceeding must be filed with the court, such a record may be served and filed in hard copy without prior motion and order of the Court.

(2) A party may move for permission to serve and file as a paper filing documents that can not reasonably be scanned.

(b) Mandatory Exceptions

The following documents are excluded from the Electronic Filing System and shall be filed solely as a paper filing:

(1) Administrative Records in Social Security Cases

(2) Transcripts (by Official Court Reporters/Electronic Sound Recording System)

(3) Grand Jury Matters

The following documents are examples of Grand Jury Matters:

Minute Sheets of Swearing in and empanelment
Grand Jury Returns
Voting Slips
Motions to quash subpoenas and orders ruling on them
Motions to enforce subpoenas and orders ruling on them
Motions for immunity and orders ruling on them
Motions for appointment of counsel and orders ruling on them

(4) Warrants Issued

The following are examples of types of warrants issued:

Arrest Warrants
Seizure
Warrants Search
Warrants Pen
Registers
Wire Tap orders
Bench Warrants

(5) Sentencing Memorandums.

Sealed Documents

A case or document under seal shall not be available to the public through electronic or any other means.

(a) Sealing of Documents and Confidential Materials Under Local Civil Rule 5.3. The Court no longer accepts documents in civil cases as a paper filing under seal. Any such documents must be submitted electronically and must be submitted in compliance with Local Civil Rule 5.3.

In ECF, if the PDF file of a document is to be placed under seal, the Filing User must mark the CHECK BOX when prompted indicating that the document submitted with the entry is to be sealed pursuant to Local Civil Rule 5.3. Failure to do so will result in the document becoming publicly available.

Unless otherwise provided by federal law, nothing may be filed under seal unless an existing order so provides or Local Civil Rule 5.3(c)(3) is complied with. FAILURE TO COMPLY WITH LOCAL CIVIL RULE 5.3 MAY RESULT IN A WAIVER OF ANY OTHERWISE VALID BASIS FOR SEALING AND MAY RESULT IN THE DOCUMENT IN ISSUE BECOMING PUBLICLY AVAILABLE. Any properly sealed document will, absent further order, be available to all other counsel of record in the particular civil action.

(b) Sealing of Criminal Documents. A document subject to a sealing order or order of confidentiality must be submitted as a paper filing, in an envelope clearly marked "sealed", and shall be accompanied by a CD-ROM containing the document in PDF format for filing by the Clerk's Office. A motion to file a document under seal may be filed electronically, unless prohibited by law. The order of the court authorizing the filing of documents under seal may be filed electronically, unless prohibited by law. A paper copy of the sealing order must be attached to the documents under seal and be delivered to the clerk.

Social Security Cases

Retrieval of documents in social security cases is limited and may only be accessed by counsel of record. The attorney must first log into CM/ECF, then PACER if not viewing the document through the Notice of Electronic Filing.

CD ROM

All documents submitted as a paper filing, including initial papers, must be accompanied by a CD Rom containing the signed document in PDF form.

Courtesy Copies

In addition to the electronic filing of all motion papers, including briefs, in support of or in opposition to a motion, the filer must submit forthwith to the Judge's or Magistrate Judge's

Chambers one courtesy copy of a filed paper or brief in paper form without CD-Rom, unless otherwise directed by the judicial officer. These documents shall be clearly marked as courtesy copies and mailed or delivered directly to Chambers. Additional guidance can be found on the Court's web site. When the court's web page opens, go to the **CM/ECF** hyperlink and click on **Judicial Preferences**.

Eligibility, Registration and Passwords

An attorney admitted to the Bar of this court, including attorneys authorized to represent the United States, may register as a Filing User by completing the prescribed registration form and submitting it to the Clerk of Court. Exceptions to this requirement are out-of-state attorneys that: (1) represent a party in an action transferred to New Jersey pursuant to an Order issued by the Judicial Panel on Multidistrict Litigation[1]; or (2) attorneys who are retained to represent defendants in criminal cases. The form is also available on the court's web site at **www.njd.uscourts.gov.** Registration as a Filing User constitutes consent to electronic service of all documents in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

When registering as an ECF Filing User, an attorney is certifying that he/she has completed the ECF tutorial on the Court's web site or some other form of training provided by the Court. It is recommended that a PACER (Public Access to Court Records) account be established, which can be accomplished by visiting the PACER website at **http://pacer.psc.uscourts.gov.** After verification, the Filing User will receive an electronic notification of the user login and password. It is important to remember that all ECF login names and passwords are case sensitive. A Filing User shall protect the security of the User's password and immediately notify the court's Help Desk if the Filing User suspects that the password has been compromised.

A Filing User should promptly modify his/her address and Email information by accessing the ECF System if there is a change in personal data, such as name, email address, telephone number, etc., as required under Local Civil Rule 10.1. See Modify Address and Email Information in ECF on page 47 of the User Manual.

Other individuals who receive Notice of Electronic Filing, such as pro hac vice counsel, shall promptly submit modifications of his/her contact information by notifying the Court by e-mail to ecfchange@njd.uscourts.gov.

The E-Filing Registration Form includes a field for the user's email address. This email address is essential in order to receive Notices of Electronic Filing. It can be the user's business or personal email address. The registration form also includes a space for a secondary email address.

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[1]Pursuant to the General Rules of the Judicial Panel on Multidistrict Litigation, any attorney of record in an action transferred under Section 1407 may continue to represent his or her client in any district court of the United States to which such an action is transferred; therefore, parties are not required to obtain local counsel in the district to which such action is transferred.

This can be an email address for another person designated to receive these Notices. Changes in the email address for receiving Notices of Electronic Filing, should be made electronically in the Filing User's email account. See Modify Address and Email Information on page 46 of the User Manual. An applicant can register on-line or can return the completed and signed registration form to the Clerk's Office, United States District Court for the District of New Jersey, ATTN: ECF Registration, 402 East State Street, Room 2020, Trenton, NJ 08608.

Pro Se Parties - A party who is not represented by counsel must file documents with the Clerk as a paper filing.

PACER Registration

It is recommended that ECF Filing Users have a PACER (Public Access to Electronic Records) account. PACER is a fee-for-use service offered by the Administrative Office of the United States Courts. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at **http://pacer.psc.uscourts.gov.**

ECF Training

Before becoming a Registered User, individuals must certify they have completed some form of ECF Training. The District of New Jersey offers the following ECF training:

(1) Training classes are held at the courthouses in Camden, Trenton and Newark. The training is conducted by the Clerk's Office and you may obtain the training schedule by visiting the court's web site at **www.njd.uscourts.gov.** or by calling the Clerk's Office and requesting a copy;

(2) ECF Tutorial - Computer-based training available online at the court's web site at **www.njd.uscourts.gov.**

(3) On-site training may be conducted at an eligible law firm and can be arranged through the Clerk's Office. To register for class training or arrange on-site training, please contact the Court's Training Specialist at (609) 989-2162.

(4) We strongly recommend that Filing Users practice in the "training" ECF database before filing documents in the "live" ECF data base. Instructions for access to the training data base, and training user names and logins are posted on the court's website.

Consequences of Electronic Filing

Electronic transmission of a document to the Electronic Filing System in accordance with the Electronic Case Filing Policies and Procedures, together with the transmission of a Notice of Electronic Filing from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court, and constitutes entry of the document on the docket kept by the clerk under Fed.R.Civ.P. 58

and 79 and Fed.R.Crim.P. 49 and 55.

Before filing a scanned document with the court, a Filing User must verify its legibility.

When a document has been filed electronically, the official record of that document is the electronic recording as stored by the court. A document filed electronically is deemed filed on the date and time stated on the Notice of Electronic Filing from the court.

Filing a document electronically does not alter the filing deadline for that document. Electronic filing must be completed before midnight Eastern time in order to be considered timely filed that day. In accordance with Rule 6(e) of the Federal Rules of Civil Procedure and Rule 45(c) of the Federal Rules of Criminal Procedure, service by electronic means is treated the same as service by mail for the purposes of adding three (3) days to the prescribed period to respond.

Entry of Court Orders and Related Papers

All orders, decrees, judgments, and proceedings of the court entered or issued by the court will be filed in accordance with the Electronic Filing Policies and Procedures, and such filing shall constitute entry on the docket kept by the clerk under Fed.R.Civ.P. 58 and 79 and Fed.R.Crim.P. 55.

All orders will be filed electronically by the court or court personnel. An order filed electronically, signed with an s/, shall have the same force and effect as if the judge had affixed a wet signature.

The assigned judge or the Clerk's Office, if appropriate, may grant routine orders by a text-only docket entry for which a Notice of Electronic Filing will be generated. In such cases, no PDF document will be issued, and the text-only entry shall constitute the Court's only order on the matter.

A Filing User submitting a proposed order to a motion should submit the document as an electronic attachment to the motion. Any other type of proposed order or proposed document must be submitted directly to chambers. Filing Users should contact chambers to determine how the proposed document should be submitted (i.e., via email or as a paper filing).

Notice of Court Orders and Judgments

Immediately upon the entry of an order or judgment in an action, the clerk will transmit to Filing Users in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed.R.Civ.P. 77(d) and Fed.R.Crim.P. 49(c).

Signatures

Attorney Signatures

The user login and password required to submit documents to the Electronic Filing System serve as the Filing User's signature on all electronic documents filed with the court. They serve as the signature for purposes of Fed.R.Civ.P.11, all other Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the Local Rules of this court, and any other purpose for which a signature is required in connection with proceedings before the court.

An electronically filed document, or a document submitted on CD-ROM, and in compliance with Local Civil Rules 10.1 and 11.1, must include a signature line with "s/", as shown below:

s/ Jennifer Doe

No Filing User or other person may knowingly permit or cause to permit a Filing User's password to be used by anyone other than an authorized agent of the Filing User.

Multiple Signatures

Where a document requires the signatures of more than one party (e.g., stipulations, consent orders) the "s/" block can be substituted for the signatures of ECF Filing Users. By submitting a document with "s/" block signatories, the filing attorney certifies that each of such signatories has expressly agreed to the form and substance of the document and has authorized the filing attorney to submit the document electronically. The filing attorney shall retain any records evidencing this agreement for future production, if necessary, until one (1) year after all periods for appeals expire. Any person who disputes the authenticity of any of the signatures on a document containing multiple signatures must file an objection to the document within ten(10) business days of the date of the Notice of Electronic Filing.

Non-Attorney Signatures

A document requiring the signature of a non-attorney must be filed electronically by: (1) submitting a scanned document containing all necessary signatures; or (2) in any other manner approved by the court.

Service of Documents by Electronic Means

A. **Service of process** - Nothing in this User Guide or the Electronic Filing Policies and Procedures shall affect the manner of filing and service of complaints (including third-party complaints) and the issuance and service of summonses, which in all civil actions shall continue to be filed, issued and served in paper form and in conformance with the Federal Rules of Civil Procedure and the Local Rules of this Court.

B. **Other Types of Service**

1. **Filing User**

Upon the electronic filing of a pleading or other document, the court's Electronic Filing System will automatically generate and send a Notice of Electronic Filing to all Filing Users associated with that case. Transmission of the Notice of Electronic Filing constitutes service of the filed document.

The Notice of Electronic Filing includes the time of filing, the name of the party and attorney filing the document, the type of document and the text of the docket entry, with an electronic link (hyperlink) to the filed document, allowing anyone receiving the notice electronically to retrieve the documents automatically. If the Filing User becomes aware that the Notice of Electronic Filing was not transmitted successfully to a party, or that the notice is deficient, e.g., the electronic link to the document is defective, the filer shall serve a copy of the filed document by email, hand, facsimile, or by first-class postage prepaid mail immediately upon notification of the deficiency of the Notice of Electronic Filing.

The submission of the Filing User's Registration Form to the Court constitutes consent to service of all papers via the Court's Electronic Filing System as provided in Fed.R.Civ. P. 5(b) and 77(d), and the "Notice of Electronic Filing" that is automatically generated by the court's Electronic Filing System constitutes service of the filed document on Filing Users.

A certificate of service must be included with **all documents** filed electronically. The certification must indicate how service was accomplished i.e., electronically and/or other means as provided in Fed. R.Civ. 5(b).

2. **Pro Se (non-prisoner) Filer**

A pro se, non-prisoner, may elect to receive service of documents and notice of electronic filings via the Court's electronic filing system to the extent and in the manner authorized pursuant to Fed.R.Civ.P. 5(b), Fed.R.Civ.P. 77(d), Local Civil Rule 5.2, and the Court's Electronic Case filing Policies and Procedures. A Consent & Registration Form to Receive Documents Electronically can be found on the Court's web site at **www.njd.uscourts.gov.**

3. **Non ECF Filer**

A Non ECF Filer is entitled to receive a paper copy of any electronically filed document from the party making such filing. Service of such paper copy must be made according to the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure and the Local Rules of this court. It is the responsibility of Filing Users to send paper copies of the document **and** the **Notice of Electronic Filing** to attorneys who are non ECF filers and pro se parties.

C. **Time to Respond Under Electronic Service**

In accordance with Rule 6(e) of the Federal Rules of Civil Procedure and Rule 45(c) of the Federal Rules of Criminal Procedure, service by electronic means is treated the same as service by mail for the purposes of adding three (3) days to the prescribed period to

respond.

Retention Requirements

A document that is electronically filed and requires an original signature other than that of the Filing User must be maintained as a paper filing by counsel and/or the firm representing the party on whose behalf the document was filed until one year after all periods for appeals expire. Such papers in criminal cases shall be retained by the United States Attorney. On request of the court, the ECF Filing User or law firm must provide the original document.

Preparation

Setting Up Adobe Acrobat PDF Reader

A Filing User must install Adobe's Acrobat or Acrobat Reader in order to view documents that have been electronically filed with the Clerk's Office. Depending on your word processing software's capabilities, a Filing User may need to install the full version of Adobe's Acrobat software to convert electronic files from their native word processing application format to Portable Document Format (PDF). All documents must be converted to PDF format before filing them electronically with the court. After installing these products, review and follow Adobe's directions for using Acrobat or Acrobat Reader.

Portable Document Format

Only documents in PDF format may be filed with the Court using its ECF System. Before filing a document with the Court, users should preview the actual PDF document to ensure it is complete, in the proper format and contains the .pdf extension.

Viewing a PDF Document

Open Adobe Acrobat or Acrobat Reader.
Select **[File]** on the menu bar and choose **[Open]** from the drop-down window.
Click on the location and file name of the PDF document you wish to view.
Acrobat loads the file and displays it on your screen. Verify this is the document you wish to send.
If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move around within the document.
Click on the ***View*** menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

Converting Electronic Documents to PDF Format

You must convert all documents to PDF format before submitting them to the Court through its Electronic Case Filing (ECF) system. This conversion process requires Adobe Acrobat or word processing software with PDF conversion capabilities. It is highly recommended that original

documents be created with a **Times New Roman** font to produce the best printed results. When using Adobe to convert documents to PDF format do **NOT** turn on any security features.

When using Adobe 6 please configure Distiller to be Adobe 5 compatible:

Open Adobe Acrobat.

Click on **Tools** on the menu bar.

Select **Distiller** from the menu.

Click on **Settings**.

Select **Job Options** from the menu.

Change Compatibility to **'Acrobat5.0 (PDF1.4)'**

For all versions of Microsoft Word, all Microsoft Office Products, versions of WordPerfect below Version 9:

Install Adobe Acrobat on your computer.

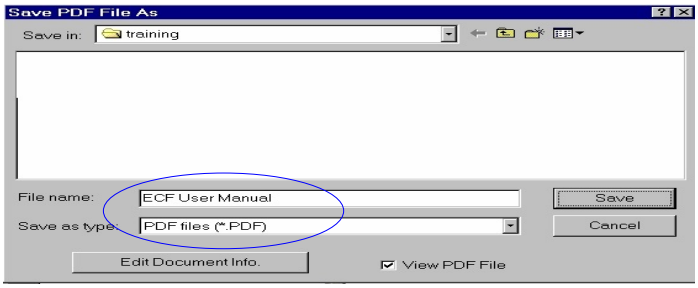
In your word processing application, open the document you wish to convert.

Select **[Print]** from the menu bar. Within the *Current Printer* field of *Printer* window, select the option to change the selected printer. A drop-down menu opens a list of choices is displayed.

Select *Adobe PDF Distiller*.

Click **[OK]** to "print" the file. Instead of the file printing to your printer, the following window opens. See Figure 1.

Figure 1



Name the document, verify the "saved file type" is .pdf , and click the **[Save]** button. Your document is now saved as a PDF file and will be uploaded to ECF later in the filing process. Alternately, you can publish documents to PDF using WordPerfect feature "Publish to PDF".

Basics

User Interactions

A User will normally interact with the Electronic Case Filing (ECF) system in three ways:

1. entering information in data fields;
2. mouse-clicking on hyperlinks; or
3. selecting command buttons to direct system activities.

Conventions Used in This Manual:

User data entry is shown enclosed in angle brackets: **<data entry>**.

Hyperlinks are displayed in **underlined bold face type**.

Command buttons appear in **[bracketed bold face type]**.

Incorrectly Filed Documents/Documents Filed in Error

A document incorrectly filed in a case may result from:

1. posting the wrong PDF file to a docket entry;
2. selecting the wrong document type from the menu; or
3. entering the wrong case number and not discovering the error before completing the transaction.

Once a document is filed electronically, corrections to the docket can only be made by the Clerk's Office. The System will not permit the filing party to make changes to the document or docket entry once the transaction has been accepted. Only upon an Order of the Court can a document be removed or withdrawn from the ECF System.

For assistance, telephone the ECF Help Desk, as soon as possible after an error is discovered, at one of the following numbers:

Camden - Toll Free 1-866-726-0726	or	1-856-757-5285
Newark - Toll Free 1-866-208-1405	or	1-973-645-5924
Trenton - Toll Free 1-866-848-6059	or	1-609-989-2004

OR

Contact the court via e-mail at **ecfhelp@njd.uscourts.gov.**

You will need to provide the case and document number for the document in question. The Clerk's Office will not make corrections or delete the Filing User's submission except to enter a notation on the docket "Clerk's Office Quality Control Message." You will be advised if you need to re-file the document or petition the court for other appropriate relief.

Viewing Transaction Log

This feature, selected from the Utilities menu allows you to review all transactions ECF has processed under your login and password. If you believe or suspect someone is using your login and password without your permission, contact the Court as soon as possible.

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter the address, www.njd.uscourts.gov. When the court's web page opens, go to the **CM/ECF** hyperlink and click on **User Guide and Instructions**.

> **Note:** The ECF User Manual is best viewed using Version 6 of Adobe Acrobat Reader.

Entering the ECF System

This section of the User Manual provides instructions for entering the Electronic Case Filing System (ECF). You may enter the system by going to the Court's web page at **www.njd.uscourts.gov** and clicking on the **CM/ECF Quick Link**. Alternatively, Filing Users may enter the ECF System directly by typing in the following URL into the location field of their ECF-compatible web browser:

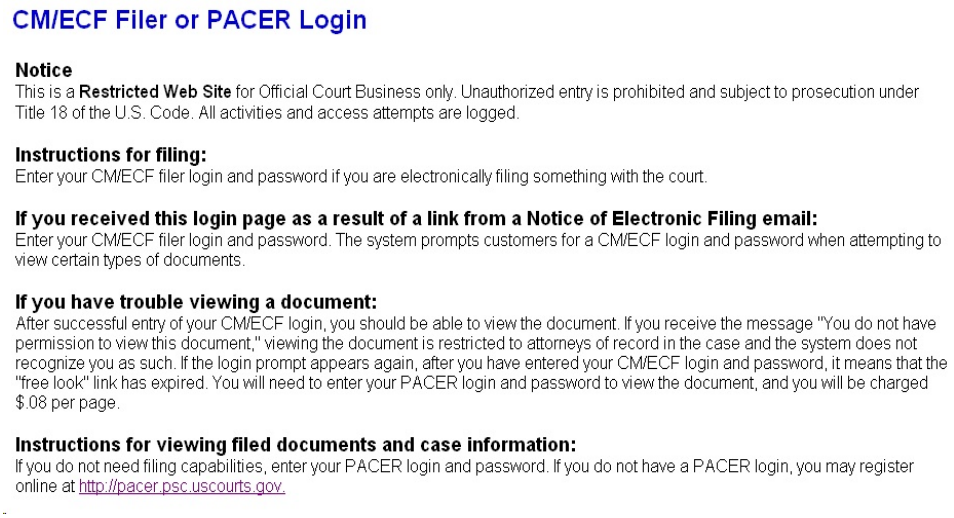
http://ecf.njd.uscourts.gov

This URL connects you directly to the Court's ECF Screen.

Logging In

The following are the instructions for logging into the ECF system. You should have already received a login and password when you registered for electronic filing. If you have not been contacted by the Clerk's Office with a login and password, you are not yet officially registered in ECF. Please contact the Help Desk for assistance. Figure 2 depicts the login screen.

Figure 2


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.

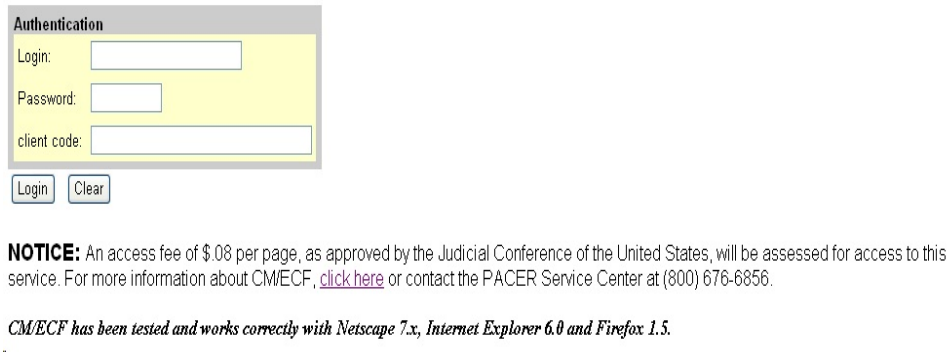
Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

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, and you will be charged $.08 per page.

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://pacer.psc.uscourts.gov.

Enter your ECF login name and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are **case sensitive.**



Note: Use your ECF login and password if you are entering the system to file a document. If you only wish to enter ECF to query the database for case information or to view a document, enter your PACER login and password. If a document number is known, you can access the document without first running and paying for a docket report. Use **View a Document** on the ***Query*** menu. Assuming the document is available, it may be downloaded at the standard PACER rate. A fee increase from .07 cents per page to .08 cents per page for public access to court electronic records (PACER) was approved by the Judicial Conference of the United States at its September 2004 session, this fee increase became effective 1/1/05. The charge is for viewing, printing, and/or downloading case documents and dockets. The maximum amount you will be charged is $2.40 or 30 pages viewed, printed, or downloaded.

If login fails, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

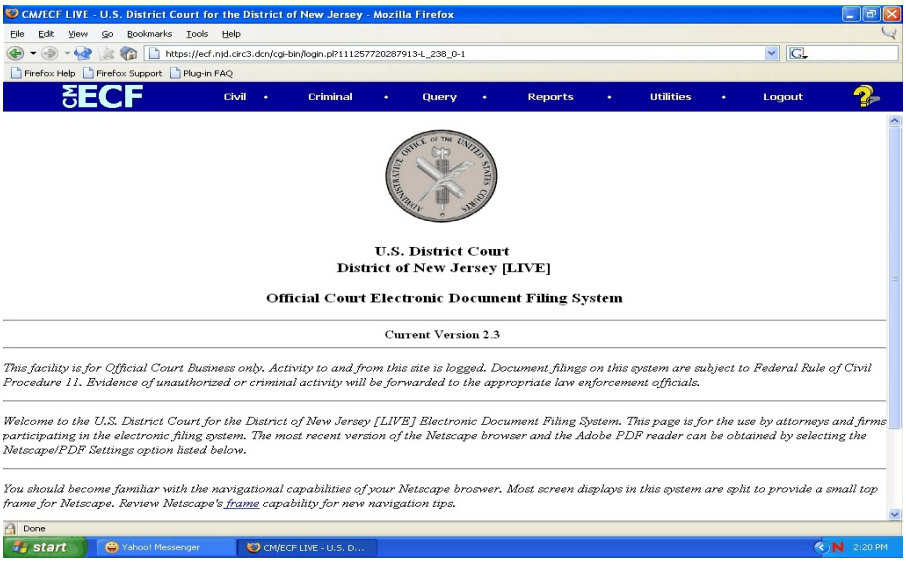
If the ECF system does not recognize your login ad password, it will display the following error message on the screen.

Login failed either your login name or key is incorrect.

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

After ECF accepts your login and password, the main ECF screen with a ***blue*** functional selection bar at the top will be displayed. See the figure 3.

Figure 3



Selecting ECF Features

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

Civil - Select **Civil** to electronically file all civil and miscellaneous case pleadings, motions, and other court documents. If filing in a miscellaneous case, be sure to select "mc" as the case type.

Criminal - Select **Criminal** to electronically file all criminal case pleadings, motions, and other criminal court documents.

Query - Select **Query** to search ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You will be prompted to login to **PACER** before you can query ECF.

Reports - Choose **Reports** to retrieve cases-filed reports and docket sheets. You will be prompted to enter your **PACER** login and password before you can view an ECF report.

Utilities - View your personal ECF transaction log in the **Utilities** area of ECF.

Logout - Allows you to exit from ECF and prevents further filing with your password until the next time you log in.

Civil Events Feature

Filing Users will use the Civil Events feature of ECF to electronically file and docket with the Court a variety of pleadings, motions, and other documents for civil cases.

General Rules and Manipulations

Manipulating the Screens

Each event has two buttons associated with data entry:

Use the **[Clear]** button to remove **all** characters entered in its associated field or box.

Use the **[Next]** button or the **[Submit]** button to accept entered data, display the next data-entry screen and commit and finalize your transaction.

Correcting a Mistake

Figure 4

Use the **[Back]** button on the browser toolbar to retrieve the previous screen to correct data entry errors. Only the Clerk's Office can make changes or corrections to documents that have already been transmitted to the court. You may use the **[Back]** button of your browser to correct data entry until you see the following warning message:

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

Once you click on the **[Next]** button after seeing this message you will have no further opportunity to go back and correct any mistakes. Once a document is filed electronically corrections to the docket can only be made by the Clerk's Office. The Clerk's Office will not make corrections or delete a Filing User's submission except to make a notation on the docket "Clerk's Office Quality Control Message. You will be advised if you need to re-file the document or petition the court for other appropriate relief.

Filing an Initial Pleading/Documents

Complaints, Notices of Removal, Petitions to Confirm Arbitration Award and Petitions for Writ of Habeas Corpus are to be filed electronically. Cases subject to sealing or restricted access (e.g. qui tam or social security) should be filed as a paper filing. In a case removed to the federal court, parties are requested to provide electronic copies of all documents previously filed in the state court.

The procedures for electronically filing initial papers in civil cases is as follows:

A. Before getting started, you will need the following:

1. Complaint, Notice of Removal, Petition to Confirm Arbitration Award or Petition for Writ of Habeas Corpus in PDF format.
2. Completed civil cover sheet (Form JS-44) which form is available in PDF format on the Court's website under Forms.
3. Completed summons in PDF format.
4. Valid credit card.
5. **NOTE**: The Court strongly encourages the filing of Complaints, and Notices of Removal during business hours.

B. Procedures for filing a Civil Complaint or Notice of Removal electronically:

1. Select **Civil** from the blue menu bar at the top of your screen.
2. Select **Initial Pleadings (Attorney/Credit Card)**. See Figure 5.

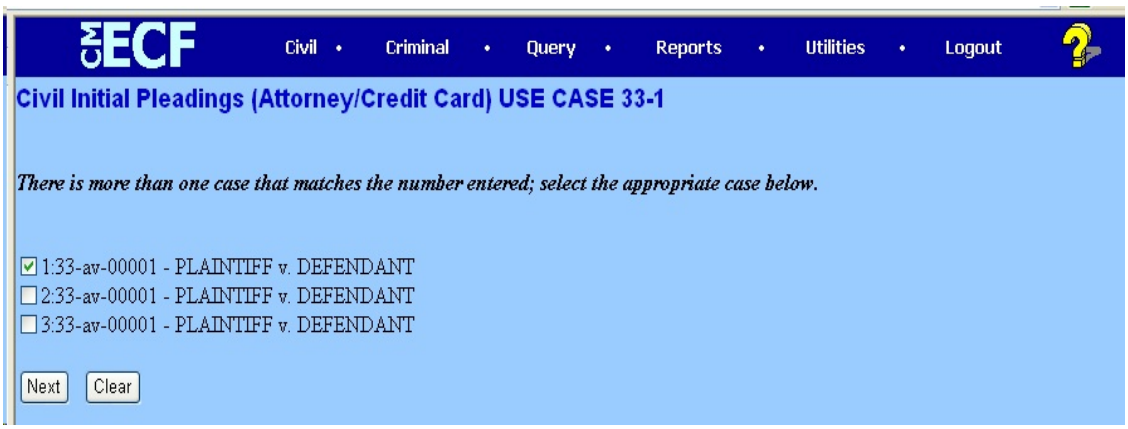
Figure 5

3. Select the type of pleading (e.g. Complaint, Notice of Removal, Petition to Confirm Arbitration Award or Petition for Writ of Habeas Corpus).

4. Insert the fictitious case number assigned (**33-1**). The **33-1** case number is a fictitious case that will allow the clerk's office to receive the Complaint or Notice of Removal electronically. Enter the case number exactly as shown. **33-1**.

5. Select the appropriate case based on the vicinage where the case should be assigned (e.g. 1: - Camden; 2: - Newark; 3: - Trenton). The Clerk will review each new case and may allocate to a vicinage other than the one selected. See Figure 6.

Figure 6



6. At the Validation of case number screen press the **[Next]** button.

7. Attach the pleading to be filed: **NOTE:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.

   a. Click on the **[Browse]** button. It may be necessary to change the File of type from HTML Files to **Acrobat (*.pdf)** or **All files (*.*)**.

   b. Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file. Highlight the file to upload it to ECF. **NOTE:** To verify you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[Open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.

   c. Click on the **[Open]** button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. **NOTE:** Ensure the highlighted file name appears in the **File name** field on the screen.

   d. Change the radio button for **Attachments to document** from No to Yes. Click **[Next**].

8. Attach additional documents, including summonses and civil cover sheet, to the main pleading as follows:

   a. Click on **[Browse]** to search for the document file name of the attachment. Navigate to the correct directory on your system to select the PDF document you wish to file. Highlight the file you wish to attach. Double-click on the selected document or click the Open button. **NOTE:** Ensure the highlighted file name appears in the **File name field** on the screen.

   b. Under **Category**, click on the down arrow to select the type of attachment from the drop-down screen. Highlight the type of attachment from the displayed selection. If you wish to describe the attachment in greater detail, click on the **Description** box and type a clear and concise description of the attachment.

   c. Click on **[Add to List]**.

   d. Repeat the sequence for each additional attachment.

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

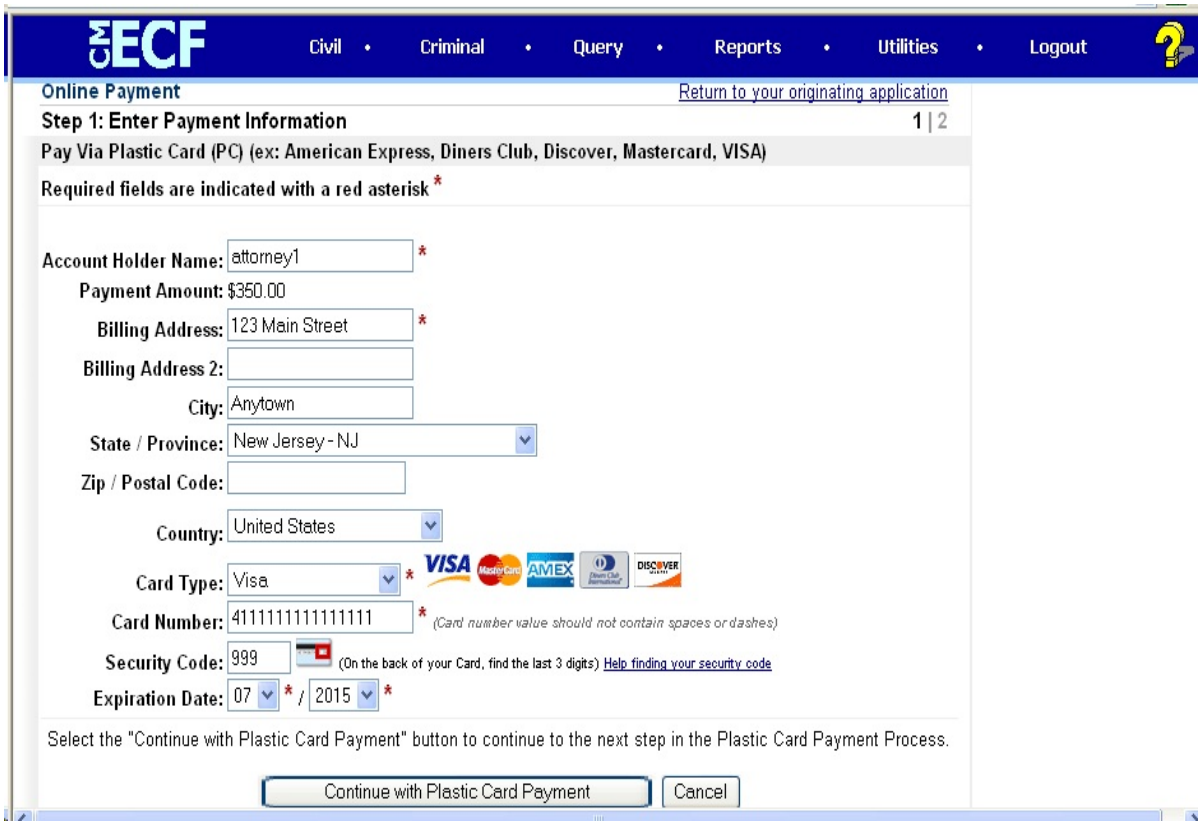
9. Enter case title in the format of Plaintiff v. Defendant (e.g. John Smith v. Mary

Jones). If filing a notice of removal, insert the other case number and court name (e.g. NJSuper.Ct. CAM-L-9999-02).

10. Indicate "Y" for yes if you are filing an Application to Proceed In Forma Pauperis (without Prepayment of Fees) or if you are a Criminal Justice Act (CJA) Attorney, Federal Public Defender or United States Attorney. If yes, proceed to Step #19.

11. Enter name, address, credit card and payment details as required on the Credit Card Payment Screen as depicted in Figure 7.

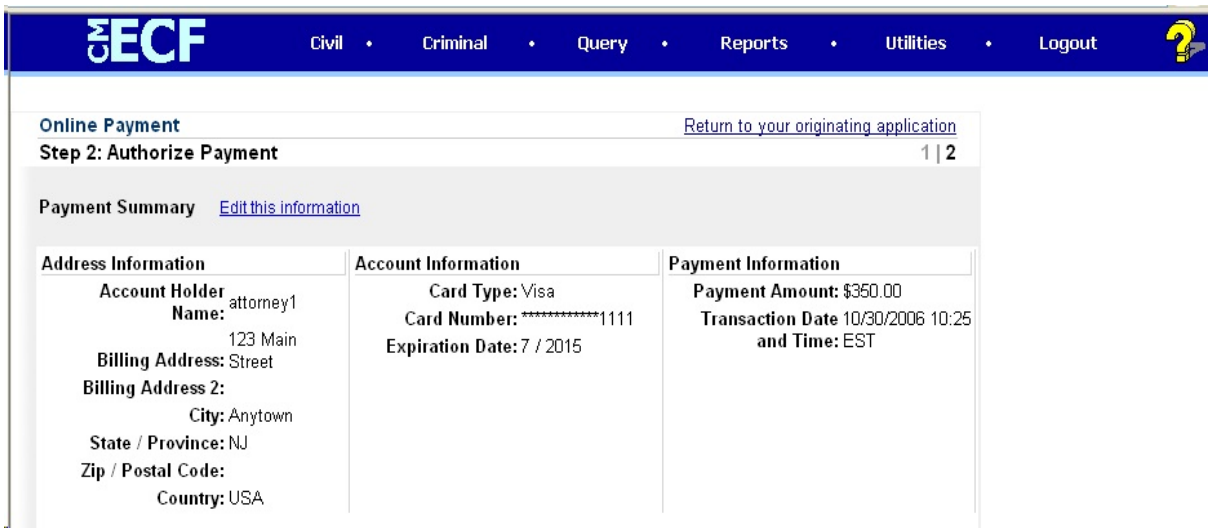
Figure 7



12. Click the **[Continue with Plastic Card Payment]** button.

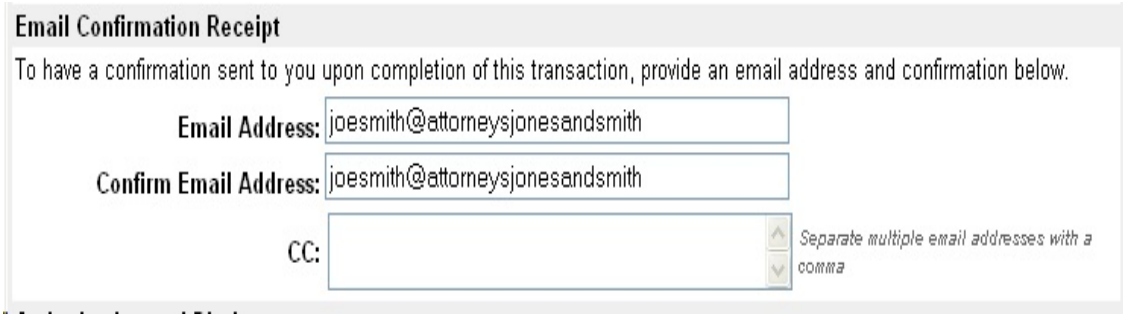
13. Review the Payment Summary and Edit if necessary. See Figure 8.

Figure 8



14. Enter your email address in the **Confirmation Receipt Request** as shown in Figure 9.

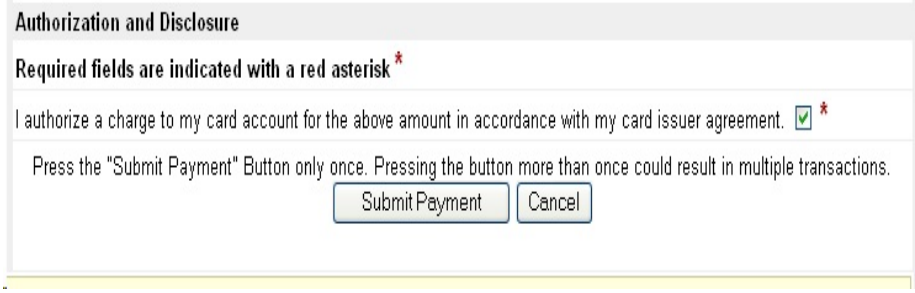
Figure 9



15. Click **[I Authorize a charge to my card account for the above amount in accordance with my card issuer agreement]** to confirm and authorize the payment details. See Figure 10.

16. Click **[Submit Payment**] button. See Figure 10.

Figure 10



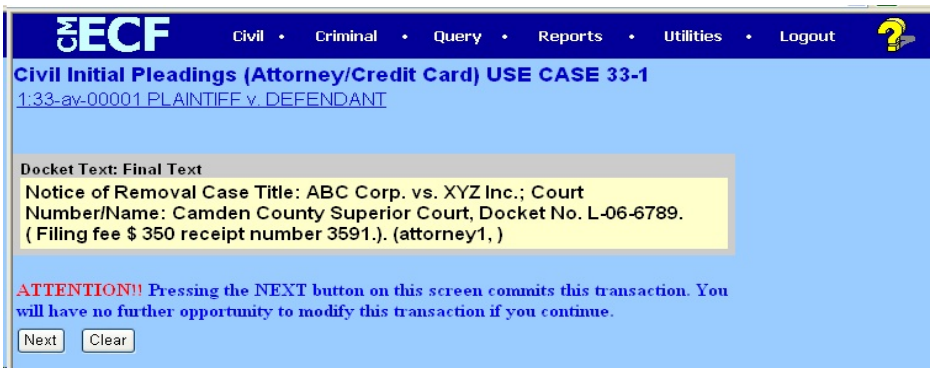
17. An email receipt will be sent to the e-mail address provided in Step #14.

18. **If the credit card is not accepted by Pay.gov, a message will appear on the screen and the docket event will not continue. The filing will not be accepted by the system. The attorney will be instructed to contact his or her card issuer.**

19. Modify the Docket Text if necessary and press the **[Next]** button.

20. Proofread the Final Docket Text screen and press the **[Next]** button as shown below in Figure 11. **NOTE: IF YOU DO NOT PRESS <u>NEXT</u> TO COMPLETE THE DOCKET TEXT SCREEN, THE FEE WILL HAVE BEEN PAID, BUT THE COMPLAINT OR NOTICE OF REMOVAL WILL NOT BE FILED.**

Figure 11



21. A Notice of Electronic Filing will appear on the screen and will not be e-mailed to the filer. Please print a copy of this Notice of Electronic Filing for your records.

22. Upon receipt of the filed Complaint, Notice of Removal, Petition to Confirm Arbitration Award or Petition for Writ of Habeas Corpus, the Court will review and process the document and assign a judge and a case number. A Notice of Electronic Filing will be sent to the filer and this notice will be the "**FILED**" stamp. Please print a copy of the Notice of Electronic filing for your records.

23. When serving the Complaint, it is recommended that you include a copy of the Notice of Electronic Filing along with the summons.

24. If submitted, the summons will be signed, sealed and returned via U.S. Mail.

Filing a Civil Complaint as a Paper Filing

To file a civil complaint as a paper filing, you should submit to the Clerk's Office:

- One (1) paper copy of the Complaint or other initiating document along with any attachments and/or motions or other documents being filed at the same time.
- One (1) paper copy of the Civil Cover Sheet (a PDF version of the Civil Cover Sheet is not required).
- CD Rom containing a PDF version of the complaint or other initiating document(s) and any attachments, and/or motions or other documents being filed at the same time.
- Payment of the filing fee in the amount of $350.00.

The Clerk's Office will open the case in ECF, and electronically file and docket the complaint or other initiating document and any other documents submitted. You will be electronically notified of the filing of the complaint. The Clerk's Office will issue submitted summons. The paper summons will be returned to you for service. The official court document will be the PDF version electronically filed.

How to File Documents in Civil, Criminal and Miscellaneous Cases

There are nine basic steps for filing a pleading and/or document in ECF.

- Select the Case Type from the blue menu bar at the top of your screen (Civil or Criminal).
- Select the type of Event to file (e.g. motion, etc.)
- Enter the case for which the pleading or document is being filed.
- Designate the parties for whom the pleading or document is being filed.
- Specify the PDF document to file.
- Add attachments, if any, to the document being filed.
- Modify docket text as necessary.
- Submit the pleading or document to ECF.
- Receive notification of docketing.

Filing Documents for Civil Cases

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

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

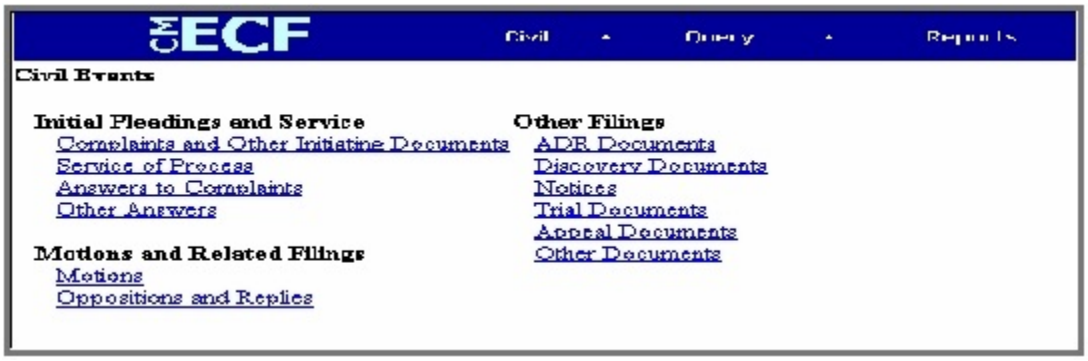
1. Select the Type of Civil Event That is Being Filed.

Figure 12

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.

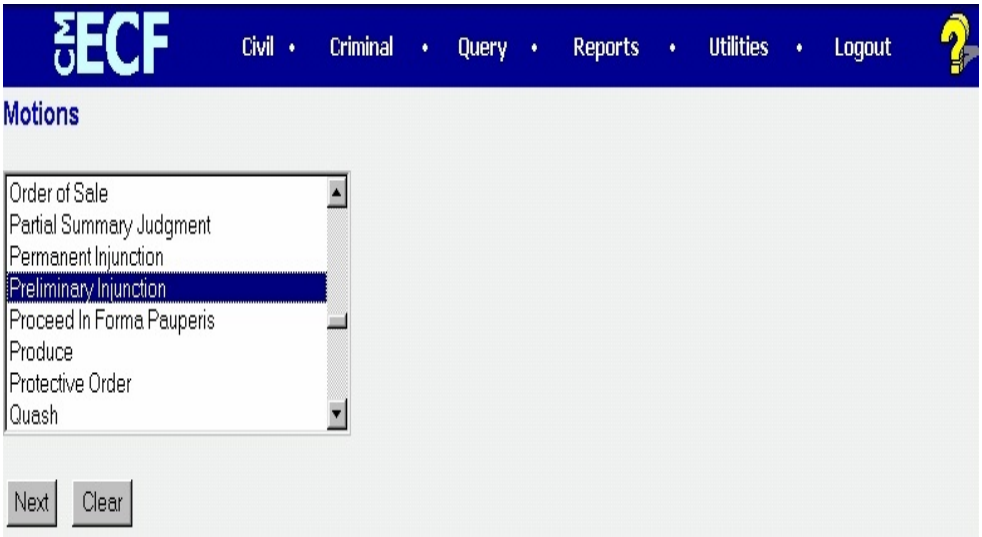
Click on **Motions** under **Motions and Related Filings**.

Figure 13



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. See Figure 14. Scroll through the menu until you find the type of motion or application you wish to file. For demonstration purposes, highlight the appropriate motion event and click the **[Next]** button.

Figure 14



Tip: Type the first letter of the event you wish to select and ECF will scroll to the first pleading beginning with the letter that you typed.

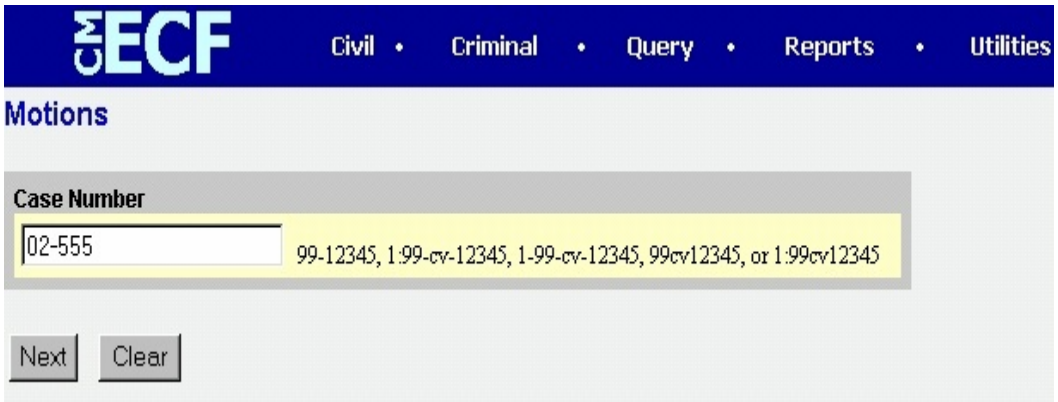
Note: To select more than one event, press and hold down the **Ctrl** key, and click on each of the desired forms of relief. When docketing multi-part events, such as a multi-part motion, the order in which the events are selected is the order in which they are listed in the docket text window. The order is displayed in the status bar at the bottom of the browser window when the mouse pointer is hovered over the selection list.

2. Locate the Case for Which the Document is Being Filed

A new Motions screen opens with a Case Number field. See Figure 15. Enter the number of the case for which you are filing a motion and click on the **[Next]** button. Examples of acceptable formats for the entry of case numbers are listed to the right of the Case Number field.

If the number is entered incorrectly, click the **[Clear]** button to re-enter. When the case number is correct, click on the **[Next]** button.

Figure 15



Note: If the case number you are filing in is 1:02cv555, you can enter the case number in any of the following formats:

02-555
02cv555
1:02-cv-555
1-02-cv-555
1:02cv555

ECF defaults to the last case in which you worked. Ensure the proper case number is entered in this field to avoid filing your document to the wrong case. The case number format is Year-Number. The case type is not needed. If ECF finds a civil and criminal case with the same number, it will list both cases. You will need to select the appropriate case number.

If you submit a case number that is formatted incorrectly, ECF will display an error message advising you of the correct format for entering the case number.

Click **[OK]** to acknowledge and close the error message. Click on the **[Clear]** button on the screen and re-enter the case number in the correct format.

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

3. Designate the Parties for Whom the Document is Being Filed.

A screen with a list of parties in the case is displayed. See Figure 16 below.

Figure 16

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the **CTRL KEY** while pointing and clicking on each party in the group.

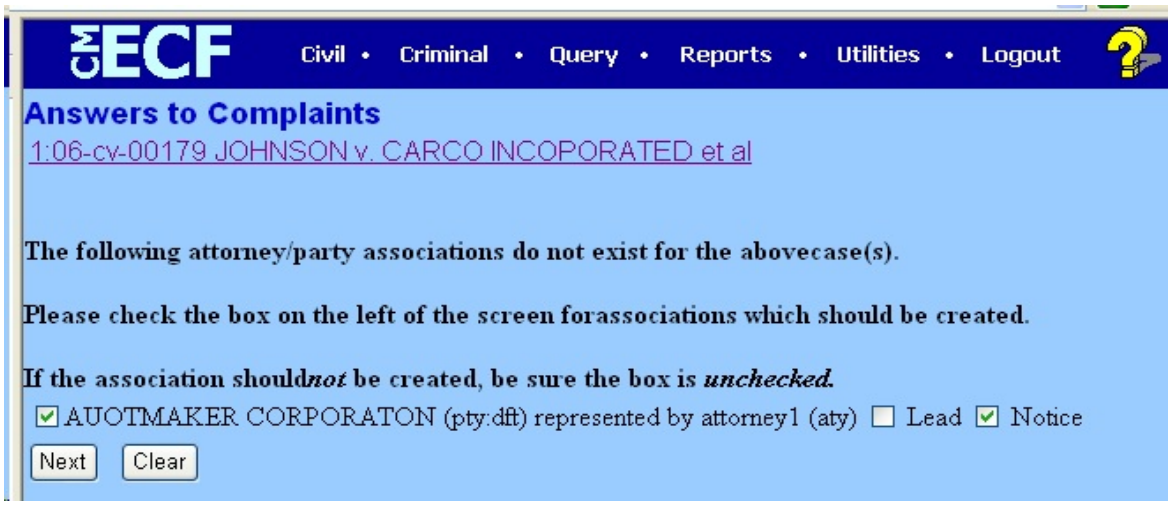
After highlighting the parties filing the motion, click on the **[Next]** button.

Create Attorney/ Party Association

The first time you file a document on behalf of a party you will be asked to associate yourself with that party. Place a ✓in the box located in front of the party's name. See Figure 17. You can place a ✓ in the box before the word LEAD if you wish A ✓ will be automatically placed in the box before the word NOTICE.

PLEASE LEAVE THE ✓BEFORE THE WORD **NOTICE** OR YOU WILL NOT RECEIVE NOTICES OF ELECTRONIC FILING WHEN DOCUMENTS ARE FILED IN THE CASE.

Figure 17

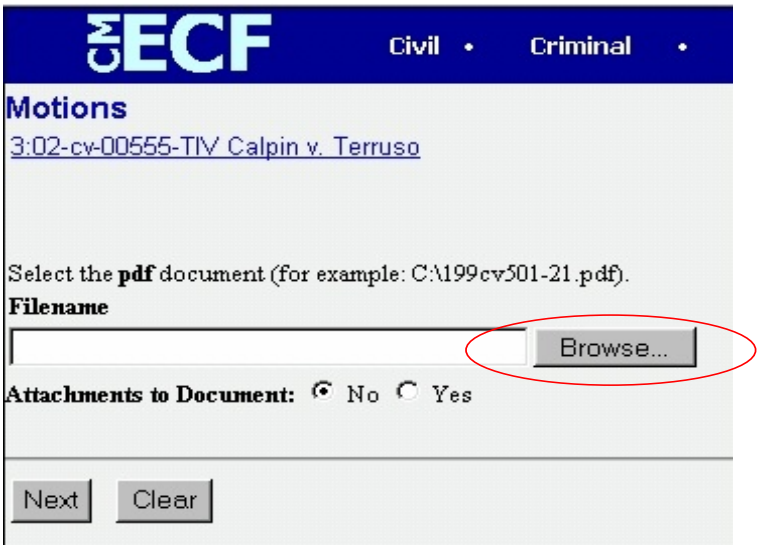


4. Specify the PDF Document to File

> **Note:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.

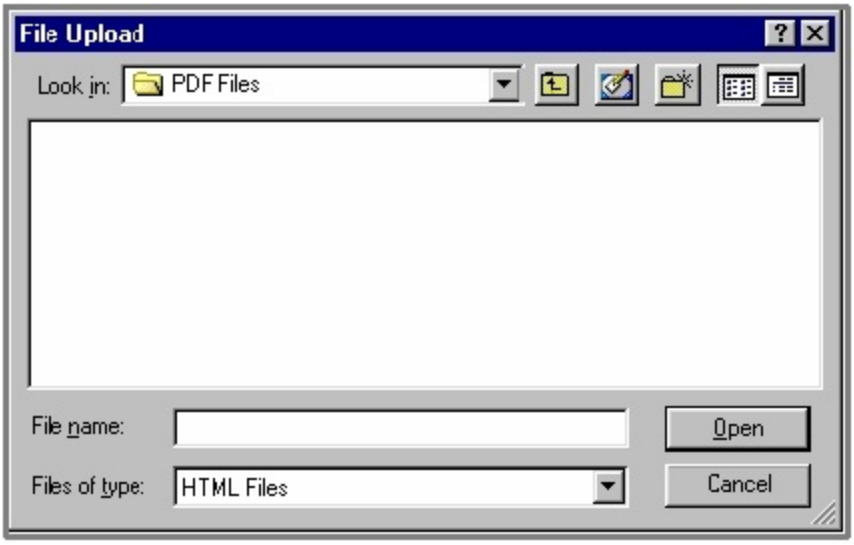
ECF accepts the party or parties you selected and displays a new screen. See Figure 18. ECF displays a field for locating and entering the PDF file of the document you are filing.

Figure 18

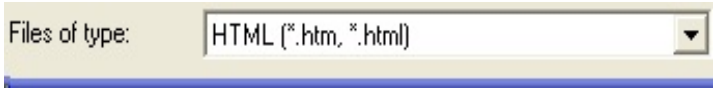


Click on the **[Browse]** button. ECF opens the screen depicted in Figure 19 below.

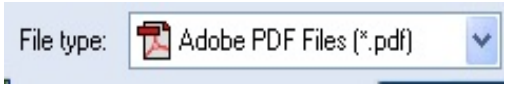
Figure 19



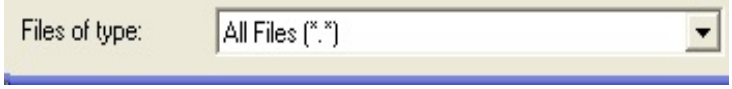
Change the Files of type from:



to



or

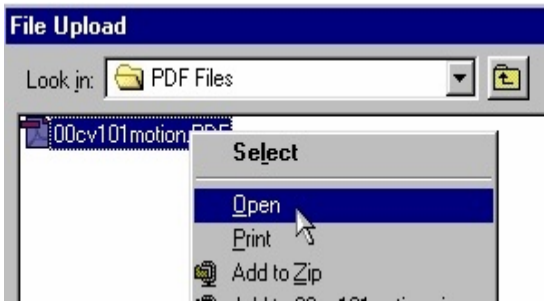


Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file.

Highlight the file to upload it to ECF.

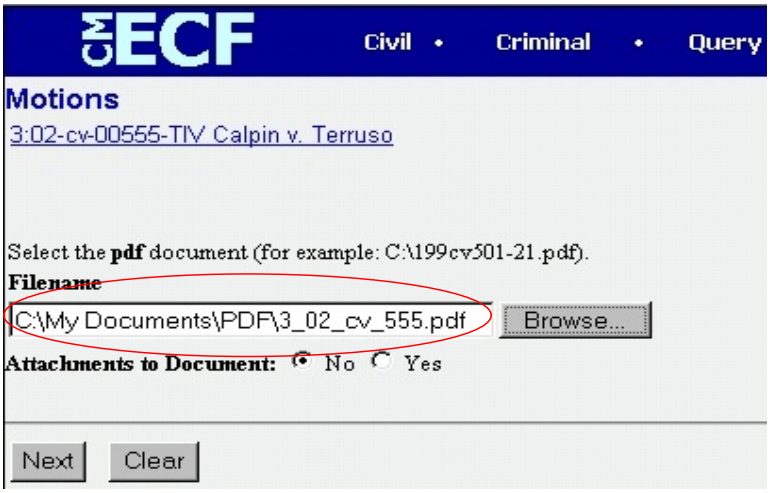
> **Note:** To verify you have selected the correct document, right mouse click on the highlighted file name to open a **quick menu** and left mouse click on **[Open]**. See Figure 20. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.

Figure 20



Click on the **[Open]** button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. See Figure 21.

Figure 21

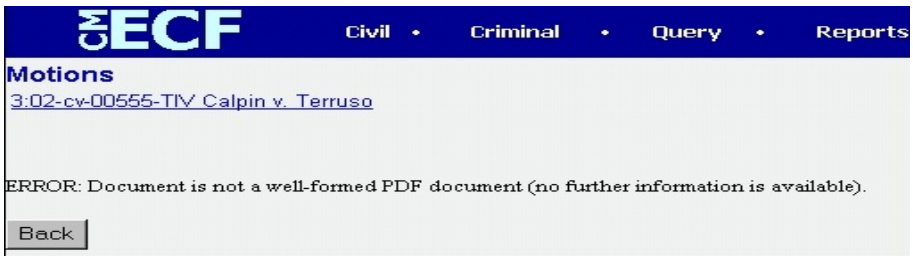


If there are no attachments to the document, click on **[Next]**.

> **Note:** Ensure the highlighted file name appears in the **File name** field on the screen.

In the event you selected a highlighted file that is not in PDF format, ECF will display the error message depicted in Figure 22, after you click on the **[Next]** button. ECF will not permit you to file a document that is not in PDF format.

Figure 22



Click on the **[Back]** button and ECF will return to the previous screen. Select and highlight the PDF file and proceed as before.

Failure to Select a Document to File

If you fail to select a document to file, ECF will display the error message depicted in Figure 23.

Figure 23

If you click **[OK]** on the screen depicted above, ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

If you do not have attachments to the document you are filing, select **[No]**. Click on **[Next]** and proceed to **Section 6 - Refining the Docket Text**.

Page Limits

If a file exceeds 7MB it must be split into smaller files, the following are suggested:

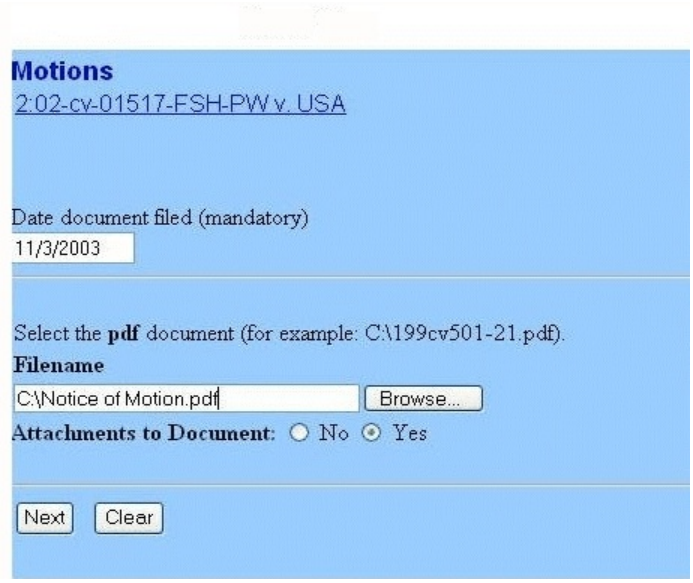
1. Word Processing Documents Converted to PDF - Documents created with a word processing program such as WordPerfect or Microsoft Word and correctly converted or published to PDF format will generally be smaller than a scanned document. To create a compact PDF file, use the following setting on your word processing software:
    A. The output should be in **Grayscale**. Color will make the document larger.
    B. Use **Basic Font Sets** and **Not Embedded Fonts**

2. Scanned Documents - Documents scanned to PDF are generally much larger than those created using a word processing system. If graphs or color photos are included, one page may exceed the 7MB size limit.
    A. Your scanner output should be set to **Not to Exceed 300 DPI Resolution**.
    B. Color scanning should not be included at all. Again, use **Grayscale.**

3. To verify that the size of a document is below the 7MB limit, right-click on the PDF document to open a **Quick Menu.** Select ***Properties.*** This will open a window that provides file size information. If the file size is less than 7MB, (1024KB equals 1MB) it can be filed electronically. If it is more than 7MB, it will need to be divided into two or more files, with each file being 7MB or less.

If you have attachments to your document, select **[Yes]** after Attachments to Documents. See Figure 24.

Figure 24



Click on **[Next]** and proceed to Section 5, **"How to Add Attachments to Documents Being Filed"**.

5. Filing Attachments and Exhibits

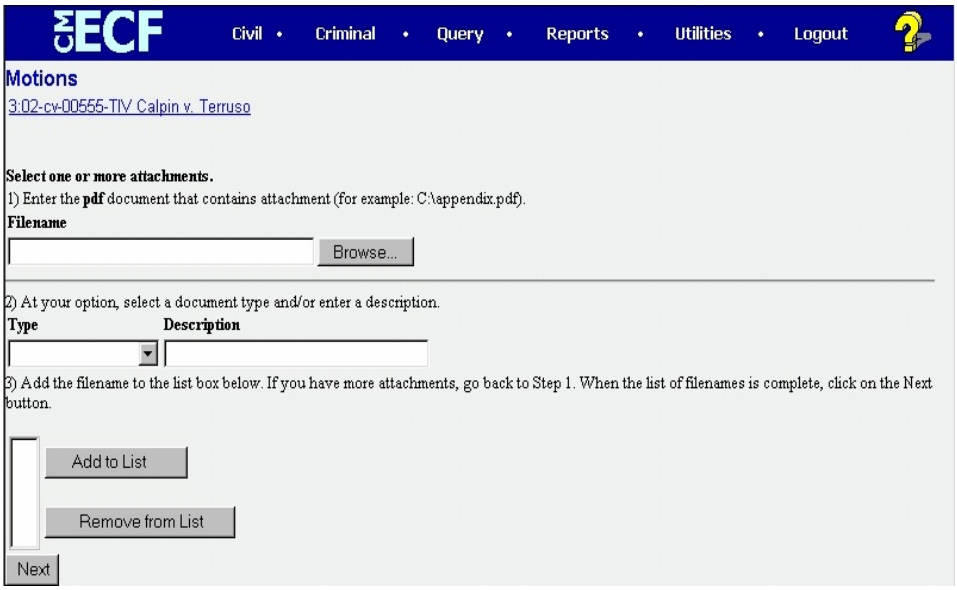
A Filing User must submit in electronic form all documents referenced as exhibits or attachments, including briefs, in accordance with the guidelines set forth in this User Manual. A Filing User shall submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. The court may require parties to file additional excerpts or the complete document.

The Clerk's Office strongly recommends creating documents that are being electronically filed with a word processing software package (e.g.,Word or WordPerfect) and converting them into PDF rather than scanning the documents. Scanning the document creates a much larger file.

How to Add Attachments and Exhibits to Documents Being Filed

If you acknowledged the need to attach documents to the document during the previous step, a new screen appears as depicted in Figure 25.

Figure 25



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

Navigate to the correct directory on your system to select the PDF document you wish to file.

Highlight the file you wish to attach. Double-click on the selected document or click the Open button.

> Note: Ensure the highlighted file name appears in the **Filename field** on the screen.

Next to the field for Attachment **Type**, click on the arrow and ECF opens a drop-down screen. Highlight the type of attachment from the displayed selection.

If you wish to describe the attachment in greater detail, click on the description box and type a clear and concise description of the attachment.

Click on **[Add to List]**.

Repeat the sequence for each additional attachment.

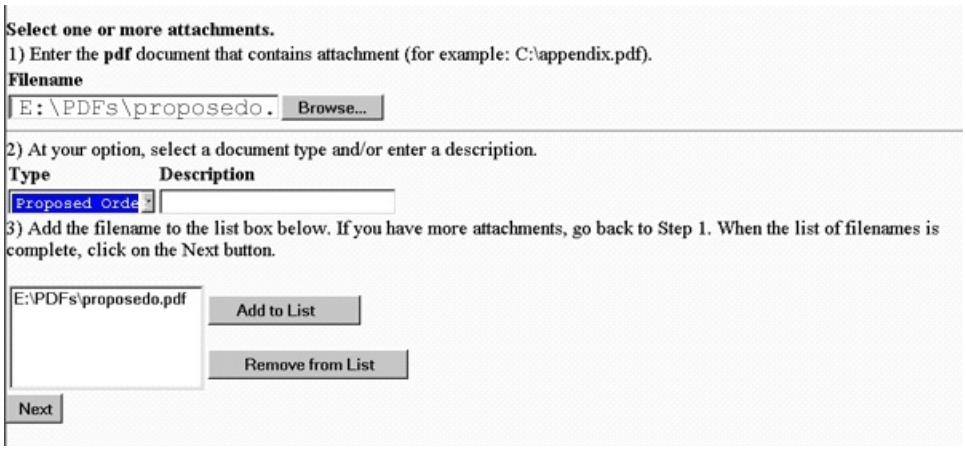
After adding all the desired PDF documents as attachments, click on **[Next]**.

The previous screen closes and ECF opens a new window as depicted in Figure 27.

Example - Proposed Orders

A proposed order shall be electronically filed as an attachment to a motion electronically filed and should be described as such by using the drop-down box and should be described as such by using the drop-down box and selecting "**Text of Proposed order**".

Figure 26



ECF adds the selected document as an attachment to the motion. A new screen opens to display the file name of the newly attached document.

Repeat the sequence for each additional attachment.

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

The previous screen closes and ECF opens a new window as depicted in Figure 27.

6. Refining Docket Text

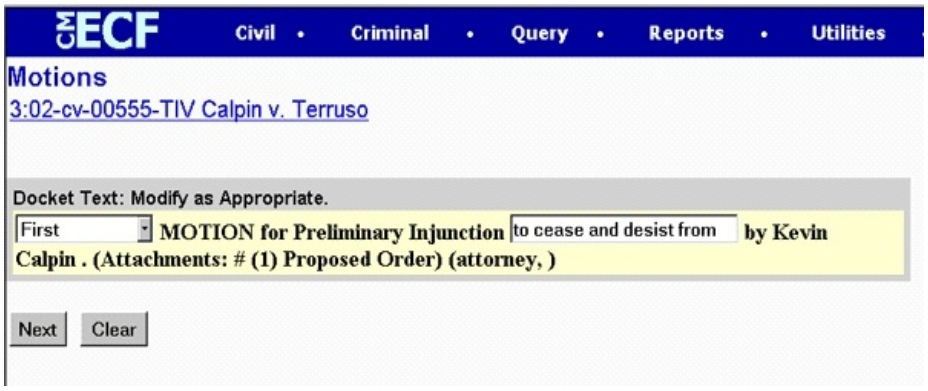
Click on the button shown in Figure 27 to open a modifier drop-down list. You may select one of the words in the drop-down list or leave the field blank.

Click on the field next to the party's name and type a description of the document or leave it blank. The description entered will appear in the docket text.

Completing these text boxers is optional, provided the docket text is accurate.

Click on the **[Next]** button to continue.

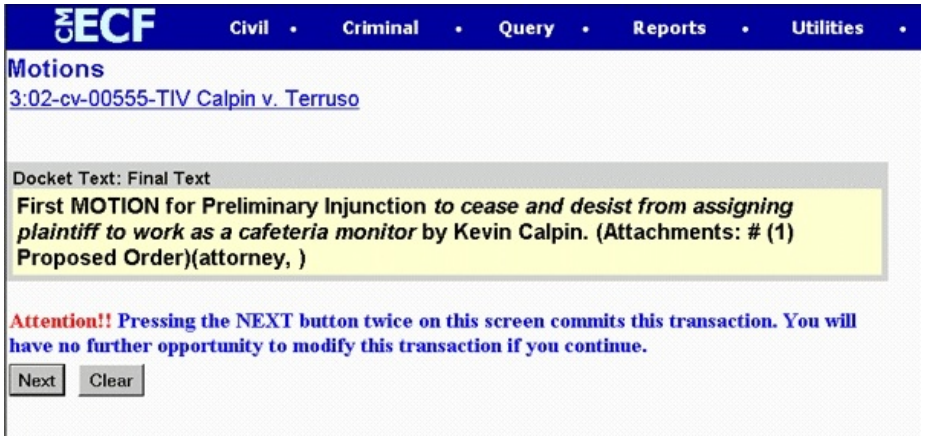
Figure 27



7. Submit Document for Filing

After verifying the docket text, click on the **[Next]** button. A new window appears with the docket text for the docket report. See Figure 28.

Figure 28



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

> **Note:** The screen depicted in Figure 28 contains the following warning:
> **Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

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

1. Clicking on any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process you just selected.

2. Clicking on the web browser **[Back]** button until you return to the desired screen.

8. Notice of Electronic Filing

ECF opens a new window displaying the Notice of Electronic Filing.

The screen will provide confirmation that ECF has registered your transaction and the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

The Notice of Electronic Filing screen contains a hyperlink to the filed document. Clicking on the document number on the Notice of Electronic Filing screen will allow you to view the filed document. The Filer is allowed one "free" look at the document to verify it was filed properly.

The Notice of Electronic Filing screen also contains a hyperlink to the docket sheet. Clicking on the docket number on the Notice of Electronic Filing screen will allow you to view the docket sheet.

The court strongly urges that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

Note: The **Notice of Electronic filing** represents your electronic file stamp. You may want to copy it to a file on your network or your computer's hard-drive, print it and/or retain a hard copy in your office file.

Select **[Print]** on the browser toolbar to print the document receipt.

Select **[File]** on the browser menu bar, choose **Save As. . .** from the drop-down window to save the receipt to a file on your network or the hard drive of your computer.

The **Notice of Electronic Filing** displays the names and email addresses of the attorneys who have registered as ECF Filing Users and will receive electronic notice of the electronically filed document. Transmission of the Notice of the Notice of Electronic Filing constitutes service of the

filed document on Filing Users. The Notice also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not registered for electronic notification.

E-Mail Notification of Documents That Were Filed

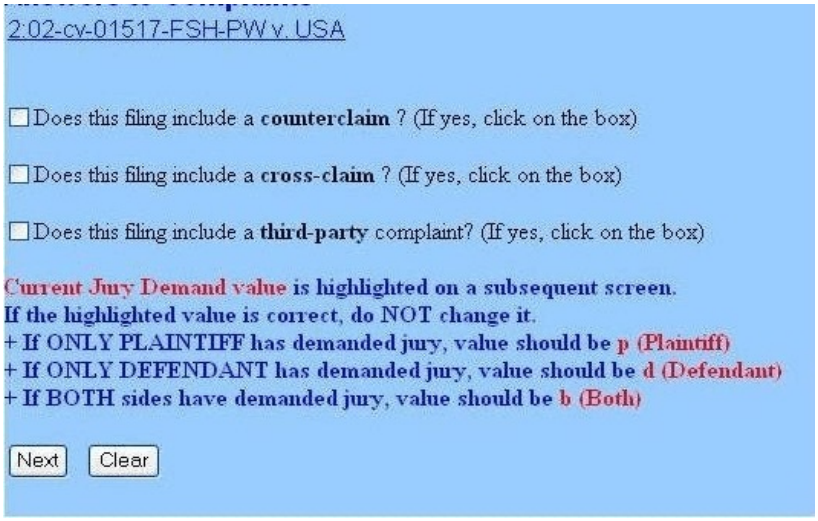
After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** via email to the designated attorneys who have registered as ECF Filing Users and pro se parties registered to receive electronic notification. Attorneys and parties who receive electronic notification of the filing are permitted "**one free look**" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The one "free look" will expire 15 days from the date the Notice of Electronic Filing was transmitted. The Court strongly urges that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

Reminder: It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorney's and parties who are not registered as ECF Filing Users. A certificate of service must be included with all documents filed electronically. The certification of service must indicate how service was accomplished, i.e., electronically, and/or other means as provided in Fed.R.Civ.P. 5(b).

Add/Create a New Party

In some instances you will be required to add a party to the ECF System. For example, when filing an answer if you checked that you are filing a counterclaim, cross-claim, or third-party complaint, you will be prompted to select the party against whom you are filing.

Figure 29



If you are filing against a party already in the case, select the party from the list and click the **[Next]** button. If the party is not on the list, click on **Add/Create New Party**. The screen depicted in Figure 30 will appear.

Figure 30

You must first perform a search to see if the party you wish to add is already entered in the ECF system. Type the first few letters of the party's last name for an individual, or the first few letters of the company name. Click **[Search]**. All party names and party text should be entered in **ALL UPPER CASE LETTERS**.

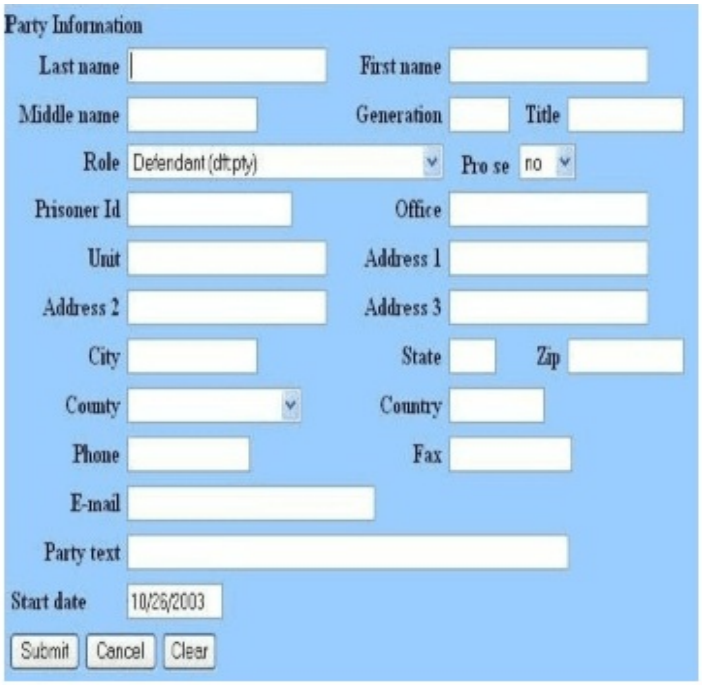
Note: As with any database, before entering information into ECF, it is important to do a thorough search to be sure the information has not been entered previously. When searching for a party name, you may need to scroll down through the entire list to determine if the party name is already in the database. REMEMBER, ALL PARTY NAMES AND PARTY TEXT SHOULD BE ENTERED IN ALL UPPER CASE LETTERS.

If the name you typed matches any entered in the ECF system, the next screen will display a list of party names that match.

If the name of the party you wish to add appears on the list, click on it to highlight it, and then click on **[Select name from list]**. Review the party information and select the party's role in this filing. Click **[Submit]**.

If a match is not found, or the party you wish to add does not appear in the list, click **[Create new party]**. This will bring up the party information screen. See Figure 31.

Figure 31



The system will automatically fill in the last name field with the name for which you searched.

For an individual, fill out the **Last name**, **First name, Middle name**, and **Generation** (e.g., Jr., Sr.) fields as appropriate. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click on the **[Submit]** button.

Note: It is not necessary to complete the **Title** field. Include titles or roles, such as Executor of..., in his capacity as..., Commission of ...., etc. in the **Party text** field.

For a business, agency or other entity, enter the entire name in the **Last name** field. Choose the appropriate **Role** from the drop down list. Leave all other fields blank. Click on the **[Submit]** button.

Note: Exclude the words **"The"** from the entry and exclude all punctuation.

Example: The Smith Brothers, Inc.

Enter as: SMITH BROTHERS INC

REMEMBER, ALL PARTY NAMES AND PARTY TEXT SHOULD BE ENTERED IN ALL UPPER CASE LETTERS.

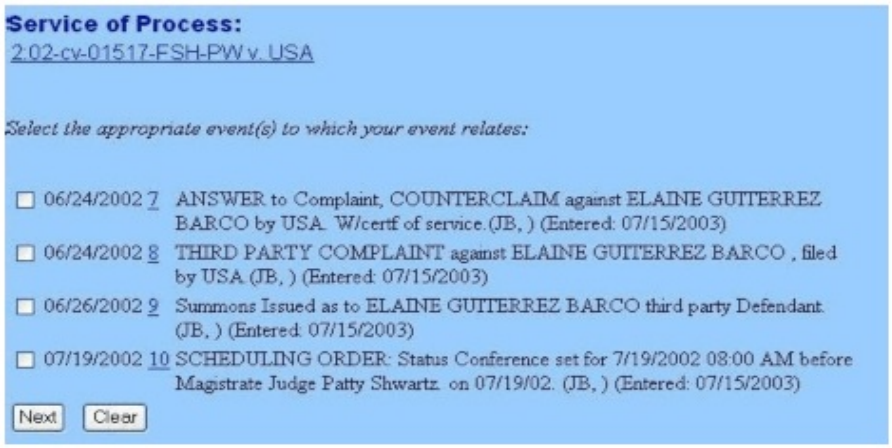
Linking Documents

Some documents should be "linked" to their related documents in the case. For example, the answer would be linked to the complaint. When filing certain types of documents, you will be asked if you wish to refer the document to an existing event. An "event" in ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of **"Refer to existing event(s)?"** and click the **[Next]** button. You have the option of entering filed dates or document numbers if yo would like to further narrow your search.

Figure 32

The next screen prompts you to select the document(s) in the case that you want to link to. See Figure 33. Check the box in front of the document(s) you wish to link to and click the **[Next]** button.

Figure 33

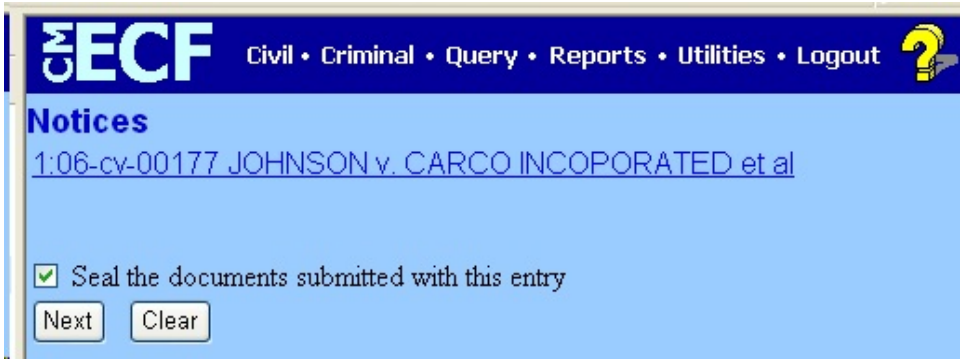


Instructions for Filing Documents Under Seal in Civil Cases

The Court will no longer accept documents in civil cases as a paper filing under seal. If an existing order provides for a document to be filed under seal, the Filing User must file the document electronically and seal it on the system rather than file it in paper format.

When prompted by the system with the screen depicted below in Figure 34, you must insert a ✔ in the box to ensure that the document submitted with the entry will be sealed. Note that any properly sealed document will, absent further order, be available to all other counsel of record in the particular civil action.

Figure 34



If an order of the Court authorizing the filing of documents under seal has **NOT** been previously entered, counsel shall file a formal motion pursuant to Local Civil Rule 7.1 and submit it in compliance with Local Civil Rule 5.3. The motion shall be filed electronically and shall be returnable on the next available return date. The motion to seal or restrict public access shall be available to the public for review.

> **Note:** Any materials subject to sealing or restrictive access should **NOT** be submitted as attachments to the motion. Doing so may result in the document becoming publicly available. If a Judge or Magistrate Judge seeks to review the document which is the subject of the motion to seal, the document shall be submitted directly to Chambers in an envelope clearly marked with the case caption and the notation "CONFIDENTIAL."

Sexually explicit materials. Sexually explicit material(s) and any other material(s)that contain(s) inappropriate content for remote public access on the ECF System must be temporarily filed under seal until the Court determines under Federal Rule of Civil Procedure 5.2(d), Federal Rule of Criminal Procedure 49.1(d) and Local Civil Rule 5.3(c)(6) whether the material(s) should remain under seal.

Parties filing materials under seal in civil cases are warned that failure to comply with L.Civ.R. 5.3 may result in a waiver of any otherwise valid basis for sealing and may result in the document at issue becoming publicly available.

Instructions for Filing a Substitution of Attorney

1. From the Civil Events menu under **Other Filings** click on **Other Documents.**
   Click on the arrow to reveal the Other Document events menu.
   Scroll through the menu and highlight **Substitution of Attorney**.
   Click **[Next]**.

2. Enter the number of the case for which you are filing the Substitution of Attorney and click **[Next]**.
   The system will display the case number and case caption.
   If correct, click **[Next]**.

3. Click on **[Browse]**. A File Upload screen will appear.
   Navigate to the appropriate directory and select the PDF document you wish to file.
   Double click on the selected document or click **[Open]** on the screen.
   ECF closes the File Upload screen and inserts the PDF file into the Filename box.

4. If you have an attachment to the Substitution of Attorney (e.g. Certificate of Service) select **[Yes]** after **Attachments to Document:** and Click **[Next]**.
   A. Click on **[Browse]**. Navigate to the appropriate directory and select the PDF file you wish to attach. Double click on the selected document or click on **[Open].**

   B. Click on the arrow next to the **Type** field and ECF opens a drop-down menu. Highlight the type of attachment from the displayed selections. If you wish to describe the attachment in further detail, click on the Description box and type a description of the attachment.

   C. Click on **[Add to List]**. Repeat the steps for each additional attachment. When done adding attachments, click **[Next].**

5. Search for an Attorney screen will appear.
   Enter **new** counsel's last name or Bar ID (First and last initial and last four numbers of Social Security number).
   REMEMBER: Enter all names in all **UPPER CASE LETTERS**.
   Click **[Search]**. An Attorney Search Results screen will appear.

Highlight the new attorney's name. Click **[Select Name From List].**

6. An Attorney Information screen will appear.
   Review the information on this screen.
   Counsel **may** change the address information on this screen, if it is incorrect.
   Counsel should also file a Notice of Change of Address with the Clerk's Office.
   Click on **[Add Attorney].**

   Local Civil Rule 10.1(a) requires counsel to file a change of address within 5 days after a move. **See Modify Address and Email Information in ECF on page 47.**

7. Select A Party screen will appear. Select the party(ies) the new attorney represents.
   Select the party(ies) in every role (i.e. defendant, cross claimant, third-party plaintiff).
   Click **[Next].**

8. Select **[End Attorney Selection].**

9. Select the attorney withdrawing from the case for each party.
   Click **[Next].**
   The system will display the case number and case caption.
   Click **[Next].**

10. The Docket Text screen will appear.
    The text will indicate a Substitution of Attorney was filed and will include the name of the attorney added, the name of the party and the name of the attorney withdrawing from the case.
    To accept the text - click **[Next].**

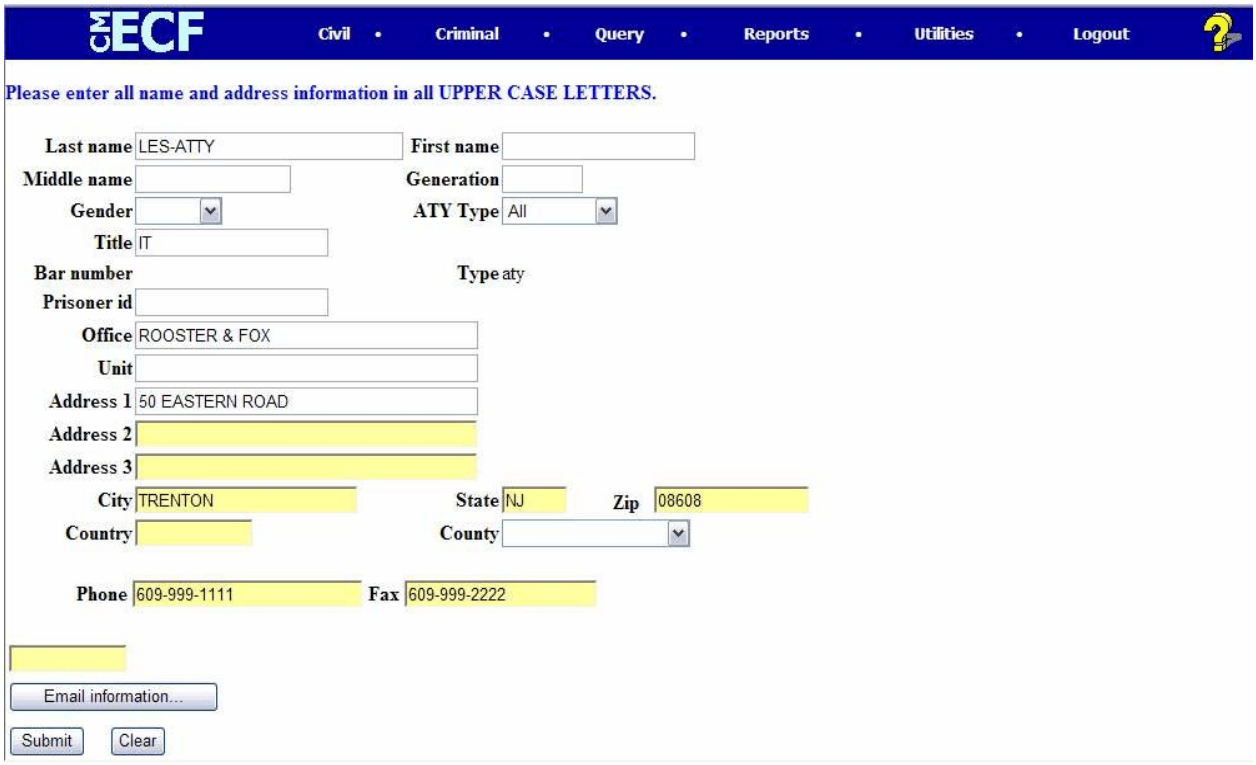
11. The Notice of Electronic Filing will be displayed.

Modify Address and Email Information in ECF

Log into ECF, Click the **Utilities** link on the blue bar, Click **Maintain Your Account**.

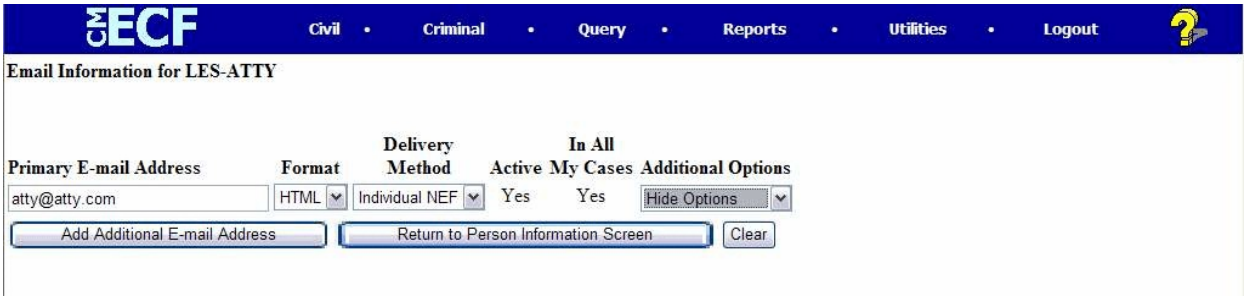
You will see the following screen. You can modify your Address information on this screen. Please enter all information in Upper Case letters. **Ensure that you click the Submit button to save all changes, including those on the Email Information screen.**

Figure 35



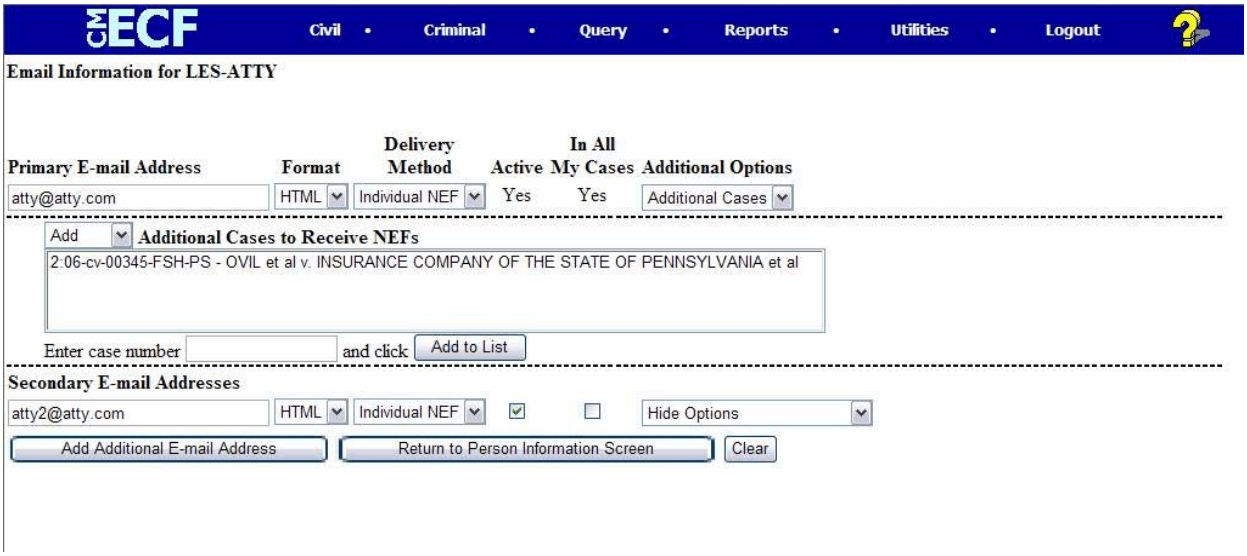
Click on the **Email Information** button to modify email notification information.

Figure 36



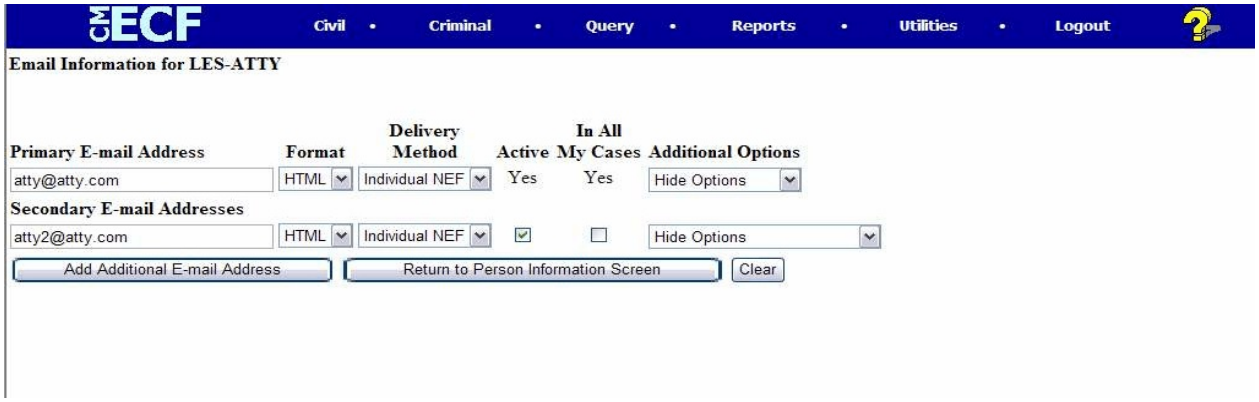
On this screen you may modify your Primary Email address. You must have a Primary Email address to continue with any other operations. You may select Additional Cases on the **Additional Options** drop down menu and enter other cases you would like to be notified on. See Figure 37. If you choose to view the document on these additional case notifications, you will be charged the PACER fee since you are not the attorney of record.

Figure 37



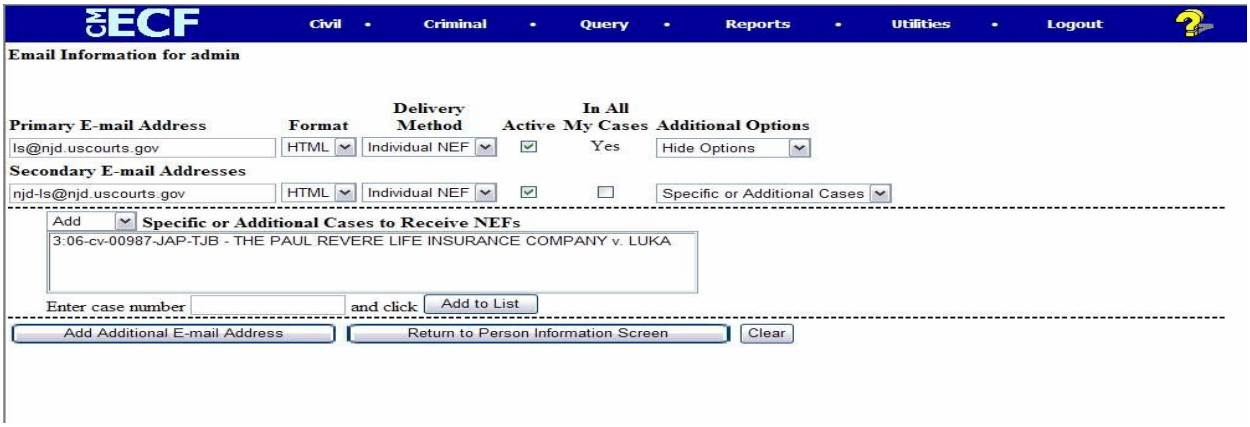
To add secondary email addresses, click on the **Add Additional Email Addresses** button, you will be able to add multiple addresses to receive notifications on your cases. You may select if this additional email address receives electronic noticing for all of your cases by checking the box for "In All My Cases" or you may select specific cases. See Figure 38.

Figure 38



To specify what case notifications your secondary Email address will receive, click on the **Additional Options** drop down menu (next to secondary), select "Specific or Additional Cases". Enter other case numbers you would like this email address to receive notification on. The receiver will be charged PACER fees to view the documents that you are not listed as attorney of record. See Figure 39.

Figure 39



You must click **Return to Person Information Screen** and then the **Submit** button to save any changes.

Criminal Events Feature

Filing Documents for Criminal Cases

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

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

1. Select the Type of Criminal Event That is Being Filed.

Select **Criminal** from the blue menu bar at the top of the ECF screen.

Figure 40

The Criminal Event window opens displaying all of the events from which you may choose for your filing. See Figure 41.

This section of the User's Manual describes the process for filing a **Motion** in a criminal case in ECF. The process is similar for filing other documents in ECF.

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

Figure 41

The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. See Figure 42. Scroll through the menu until you find the type of motion or application you wish to file.

Highlight the appropriate motion event and click the **[Next]** button.

> **Tip:** Type the first letter of the title of your document. ECF will scroll within the drop down box to the first document that begins with the letter you typed.

> **Note:** To select more than one event, press and hold down the **Ctl** key, and click on each of the desired multiple forms of relief.

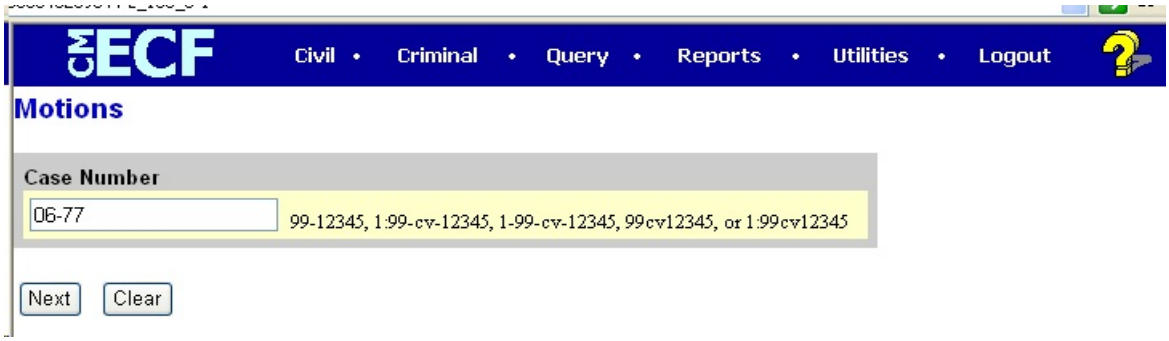
Figure 42

2. Locate the Case for Which the Document is Being Filed

A new Motions screen opens with a Case Number field. See Figure 43. Enter the number of the case for which you are filing a motion and click on the **[Next]** button. Examples of acceptable formats for the entry of case numbers are listed to the right of the Case Number field.

If the number is entered incorrectly, click the **[Clear]** button to re-enter. When the case number is correct, click on the **[Next]** button.

Figure 43

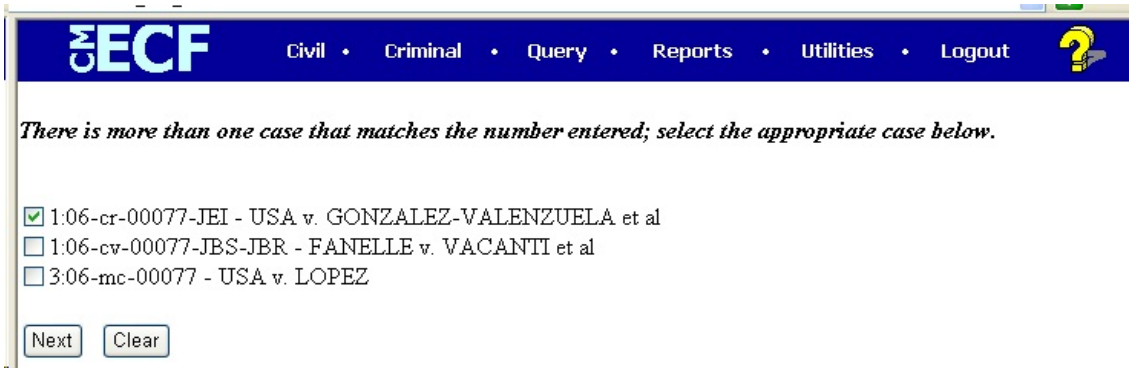


Note: If the case number you are filing in is 1:02cr100, you could enter the case number in any of the following formats:

02-100
02cr100
1:02-cr-100
1-02-cr-100
1:02cr100

Note: ECF defaults to the last case in which you worked. Ensure the proper case number is entered in this field to avoid filing your document to the wrong case. The case number format is Year-Number. The case type is not needed. If ECF finds a civil and criminal and/or magistrate case with the same number it will list all cases. You will need to place a ✓ in the box next to the appropriate case number. See Figure 44.

Figure 44



If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.

Click **[OK]** to acknowledge and close the error message. Click on the **[Clear]** button the screen and re-enter the case number in the correct format.

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

3. Designate the Defendant(s) That the Filing Relates To.

If the case has more than one defendant, the system will display a defendant selection screen. On this screen select the defendant(s) for whom you are filing the document, then click the **[Next]** button. See Figure 45.

Figure 45

4. Designate the Parties for Whom the Document is Being Filed.

A screen with a list of parties in the case is displayed. See Figure 46.

Figure 46

Highlight the name of the party or parties for whom you are filing the motion.

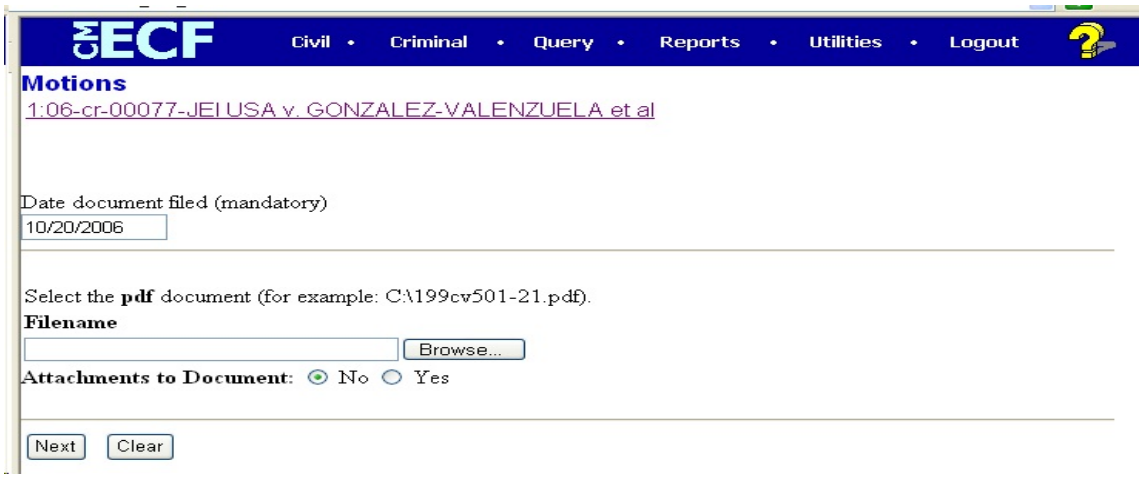
After highlighting the parties filing the motion, click on the **[Next]** button.

5. Specify the PDF Document to File

ECF accepts the party or parties you selected and displays a new screen. See Figure 47. ECF displays a field for locating and entering the PDF file of the document you are filing.

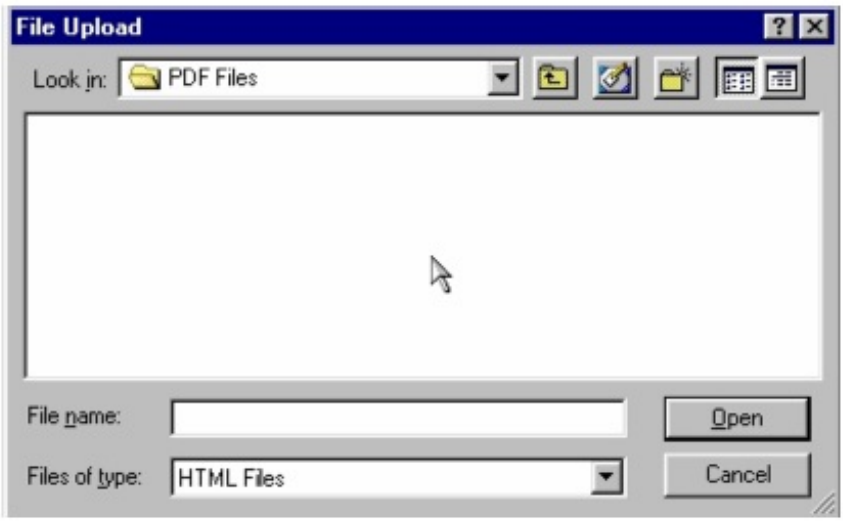
> **Note:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. You can not proceed without attaching a PDF document. All documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.

Figure 47



Click on the **[Browse]** button. ECF opens the screen depicted in Figure 48.

Figure 48



Change the Files of type from:

to

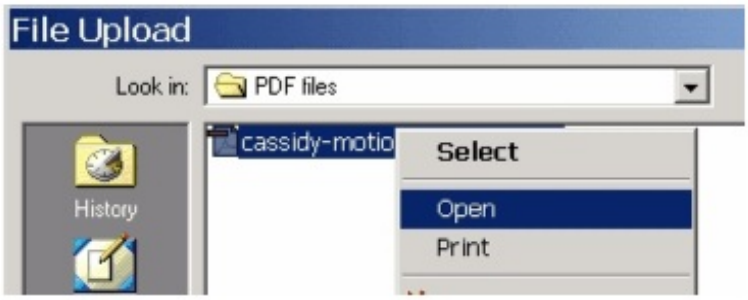
or

Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file.

Highlight the file to upload to ECF.

> **Note:** To verify you have selected the correct document, right mouse click on he highlighted file name to open a **quick menu** and left mouse click on **[Open]**. See Figure 49. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.

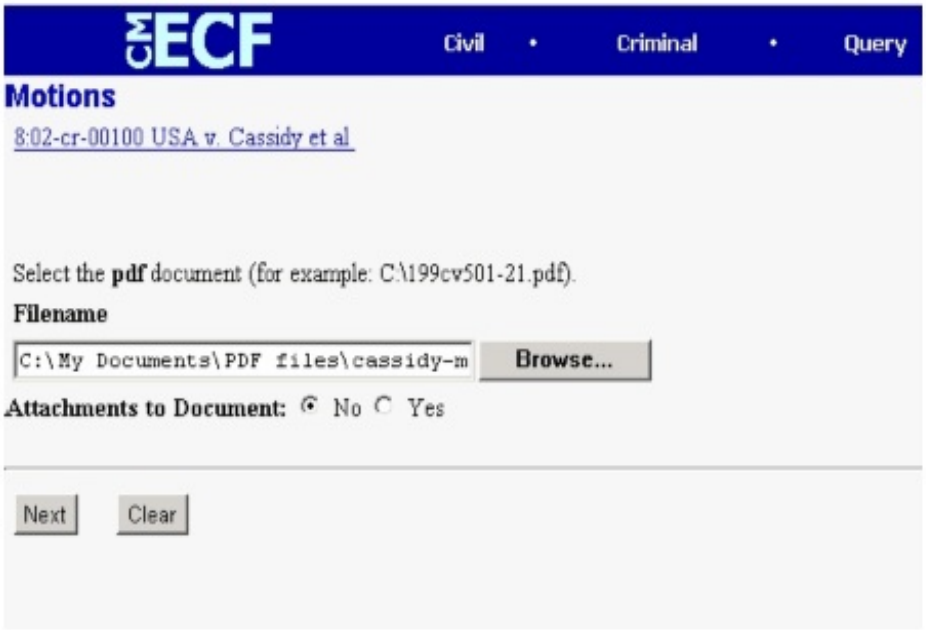
Figure 49



Click on the **[Open]** button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the file name box and location in the Motions screen. See Figure 50.

If there are no attachments to the document, click on **[Next]**.

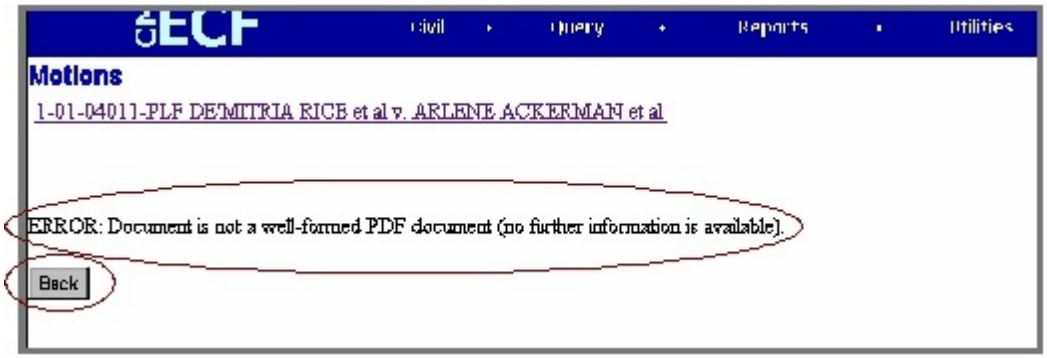
Figure 50



In the event you selected a highlighted file that is not in PDF format, ECF will display the error message shown in Figure 51, after you click on the **[Next]** button. ECF will not permit you to file a document that is not in PDF format.

Click on the **[Back]** button and ECF will return to the previous screen. Select and highlight the PDF file and proceed as before.

Figure 51



Page Limits

If a file exceeds 7MB it must be split into smaller files, the following are suggested:

1. Word Processing Documents Converted to PDF - Documents created with a word processing program such as WordPerfect or Microsoft Word and correctly converted or published to PDF format will generally be smaller than a scanned document. To create a compact PDF file, use the following setting on your word processing software:

    A. The output should be in **Grayscale**. Color will make the document larger.

    B. Use **Basic Font Sets** and **Not Embedded Fonts**.

2. Scanned Documents - Documents scanned to PDF are generally much larger than those created using a word processing system. If graphs or color photos are included, one page may exceed the 7MB size limit.

    A. Your scanner output should be set to **Not to Exceed 300 DPI Resolution**.

    B. Color scanning should not be included at all. Again, use Grayscale.

3. To verify that the size of a document is below the 7MB limit, right-click on the PDF document to open a **Quick Menu.** Select ***Properties.*** This will open a window that provides file size information. If the file size is less than 7MB, (1024KB equals 1MB) it can be filed electronically. If it is more than 7MB, it will need to be divided into two or more files, with each file being 7MB or less.

Failure to Select a Document to File

If you fail to select a document to file, ECF will display the error message depicted in Figure 52.

Figure 52

If you click **[OK]** on the screen depicted in Figure 52, ECF will return you to the **Motions** screen.

If you do not have attachments to your document, select **[No]**. Click on **[Next]** and proceed to **Section 7 - Refining the Docket Text.**

If you have attachments to your document, select **[Yes]** after **Attachments to Documents.**

6. Filing Attachments and Exhibits

A Filing User must submit in electronic form all documents referenced as exhibits or attachments, including briefs, in accordance with the guidelines set forth in this User Manual, unless otherwise ordered by the court. A Filing User shall submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. The court may require parties to file additional excerpts or the complete document.

The Clerk's Office strongly recommends creating documents that are being electronically filed with the Court with a word processing software package (e.g., Word or WordPerfect) and converting them into PDF rather than scanning the documents. Scanning the document creates a much larger file.

How to Add Attachments and Exhibits to Documents Being Filed

If you acknowledge the need to attach documents to your motion during the previous step, a new screen appears as depicted in Figure 53.

Figure 53

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

Navigate to the correct directory on your local or network drive to select the PDF document you wish to file.

Highlight the file you wish to attach.

> **Note:** Ensure the highlighted file name appears in the **Filename field** on the screen.

Next to the field for Attachment **Type**, click on the arrow and ECF opens a drop-down screen. Highlight the type of attachment from the displayed selection.

If you wish to describe the attachment in greater detail, click on the description box and type a clear and concise description of the attachment.

Click on **[Add to List]**.

Repeat the sequence for each additional attachment.

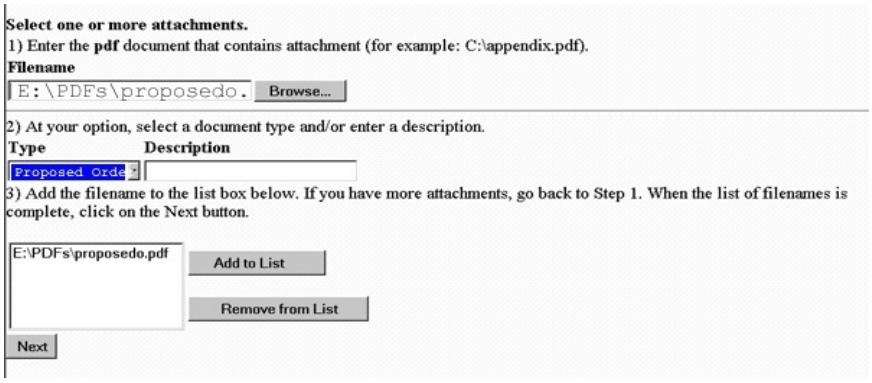
After adding all the desired PDF documents as attachments, click on **[Next]**.

Example - Proposed Orders

A proposed order shall be electronically filed as an attachment to a motion electronically filed and should be described as such by using the drop-down box and selecting "**Proposed order".**

The screen depicted in Figure 53 will close and ECF opens a new window as depicted in Figure 54.

Figure 54



ECF adds the selected document as an attachment to the motion. A new screen opens to display the file name of the newly attached document.

Repeat the sequence for each additional attachment.

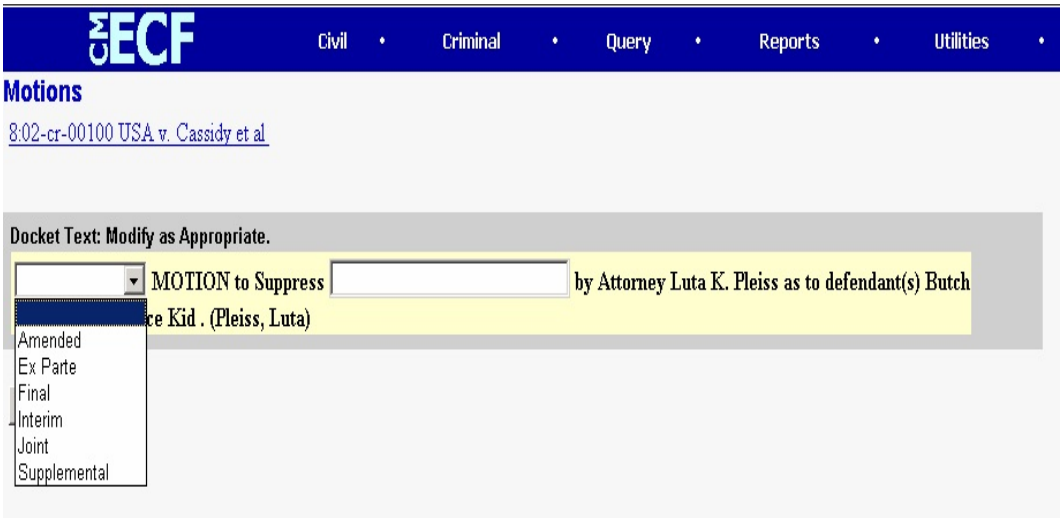
After adding all the desired PDF documents as attachments, click on **[Next]**.

The screen depicted in Figure 54 closes and ECF opens a new window as depicted in Figure 55.

Refining Docket Text

Click on the button shown in Figure 55 to open a modifier drop-down list. You may select one of the words in the drop-down list or leave the field blank.

Figure 55

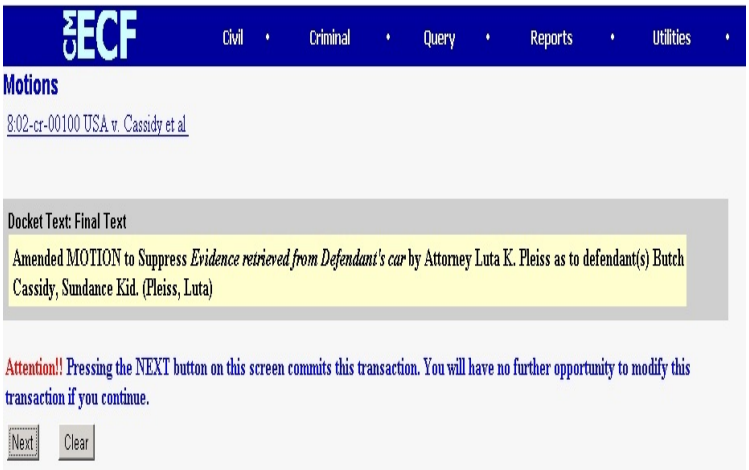


Click on the open text area and type a description of the document or leave it blank. The description of the document will appear in the docket text.

8. Submit the document for filing.

After entering the docket text, click on the **[Next]** button. A new window appears with the docket text for the docket report. See Figure 56.

Figure 56



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

Click on the **[Next]** button to file and docket the pleading.

> **Note:** The screen depicted in Figure 56 contains the following warning:
> **Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.**

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

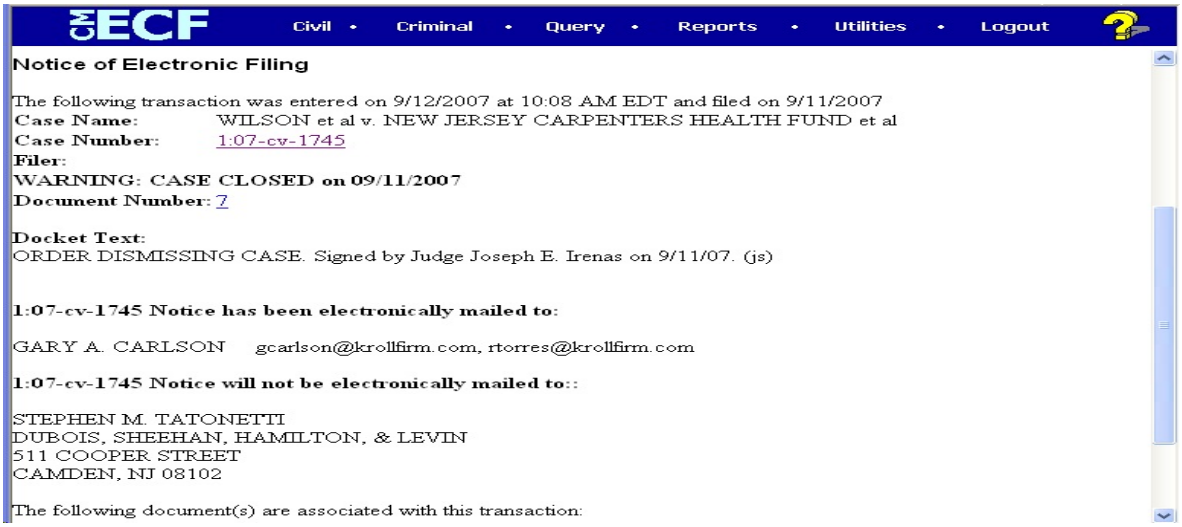
1. Clicking on any hyperlink on the **Blue** ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.

2. Clicking on the web browser **[Back]** button until *you return to the desired screen*.

9. Notice of Electronic Filing

ECF opens a new window displaying a Notice of Electronic Filing. See Figure 57.

Figure 57



The screen will provide confirmation that ECF has registered your transaction and the document is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document.

The Notice of Electronic Filing screen contains a hyperlink to the filed document. Clicking on the document number on the Notice of Electronic Filing screen will allow you to view the filed document. The Filer is allowed one "free" look at the document to verify it was filed properly.

The Notice of Electronic Filing screen also contains a hyperlink to the docket sheet. Clicking on the docket number on the Notice of Electronic Filing screen will allow you to view the docket sheet.

The court strongly urges that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

Note: The Notice of Electronic Filing represents your electronic file stamp. You may want to copy it to a file on your network or your computer's hard-drive, print it and/or retain a hard copy in your personal file.

Select **[Print]** on the tool bar to print the document receipt.

Select **[File]** on the browser menu bar, choose **Save As. . .** from the drop down window to save the receipt to a file on your network or the hard drive of your computer.

The **Notice of Electronic Filing** displays the names and email addresses of the attorneys who have registered as ECF Filing Users and pro se parties registered to receive electronic notification. The Notice also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not registered for electronic notification.

E-Mail Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** via mail to the designated attorneys who have registered as ECF Filing Users and pro se parties registered to receive electronic notification. Attorneys and parties who receive electronic notification of the filing are permitted "one free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The one "free look" will expire 15 days from the date the Notice of Electronic Filing was transmitted. The court strongly urges that the document be copied to your hard-drive or network for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees. When opening a document from a Notice of Electronic Filing, it is best to have logged into CM/ECF first.

Reminder: It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not registered as ECF Filing Users.

Filing a Civil or Criminal Notice of Appeal

The filing of a civil or criminal notice of appeal can be filed electronically by making payment through Pay.gov. **NOTE**: The Court strongly encourages the filing of Notices of Appeal during business hours. The procedures are as follows:

1. Select **Civil** or **Criminal** from the blue menu bar at the top of your screen.

> **Note**: For purposes of describing the Electronic filing of a Civil or Criminal Notice of Appeal, the filing process and the ECF screens describe the process for filing a Civil Appeal.

2. Under **Other Filings** select **Appeal Documents.** See Figure 58.

Figure 58

3. Select **Notice of Appeal** (Federal Circuit or USCA).

4. Insert the case number.

5. Select the appropriate case if there is more than one case that matches the case number.

6. At the Validation of case number screen press the **[Next]** button.

7. Attach the document to be filed: **NOTE:** It is imperative that you attach an electronic copy of the actual document when prompted by the system. All

documents that you intend to file in ECF **MUST** be in **PDF** format. Otherwise, ECF will not accept the document for filing.

a. Click on the **Browse]** button. It may be necessary to change the File of type from HTML Files to **Acrobat (*.pdf)** or **All files (*.*)**.

b. Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file. Highlight the file to upload it to ECF. **NOTE:** To verify you have selected the correct document, right mouse click on the highlighted file name to [open a **quick menu** and left mouse click on **[Open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you have selected. You should view the document to verify that it is the correct document. Once you have verified the document is correct, close Adobe Acrobat.

c. Click on the **[Open]** button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. **NOTE:** Ensure the highlighted file name appears in the **File name** field on the screen.

d. If there are no attachments to the document, click on **[Next]**.

8. If appropriate, attach additional documents to the main document as follows:

a. Click on **[Browse]** to search for the document file name of the attachment. Navigate to the correct directory on your system to select the PDF document you wish to file. Highlight the file you wish to attach. Double-click on the selected document or click the Open button. **NOTE:** Ensure the highlighted file name appears in the **File name field** on the screen.

b. Under **Category**, click on the down arrow to select the type of attachment from the drop-down screen. Highlight the type of attachment from the displayed selection. If you wish to describe the attachment in greater detail, click on the **Description** box and type a clear and concise description of the attachment.

c. Click on **[Add to List]**.

d. Repeat the sequence for each additional attachment.

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

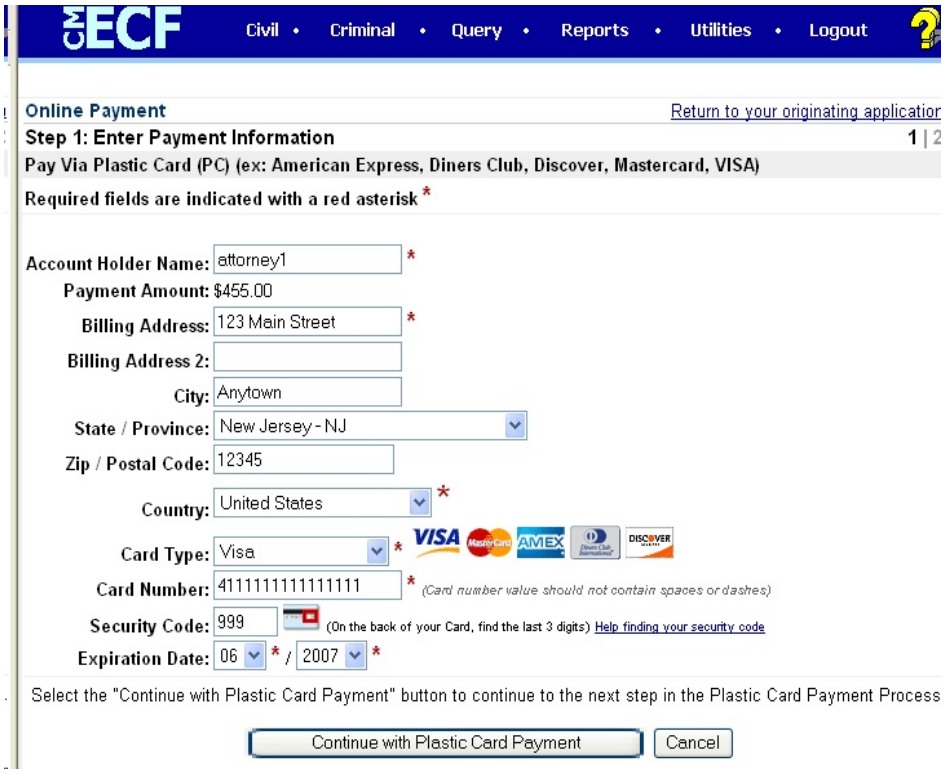
9. Select the filer.

10. Select the document that is the subject of the appeal.

11. Indicate "Y" for yes if you are filing an Application to Proceed In Forma Pauperis (without Prepayment of Fees) or if you are a Criminal Justice Act (CJA) Attorney, Federal Public Defender or United States Attorney. Proceed to Step #20.

12. Enter name, address, credit card and payment details as required on the Credit Card Payment Screen. See Figure 59.

Figure 59



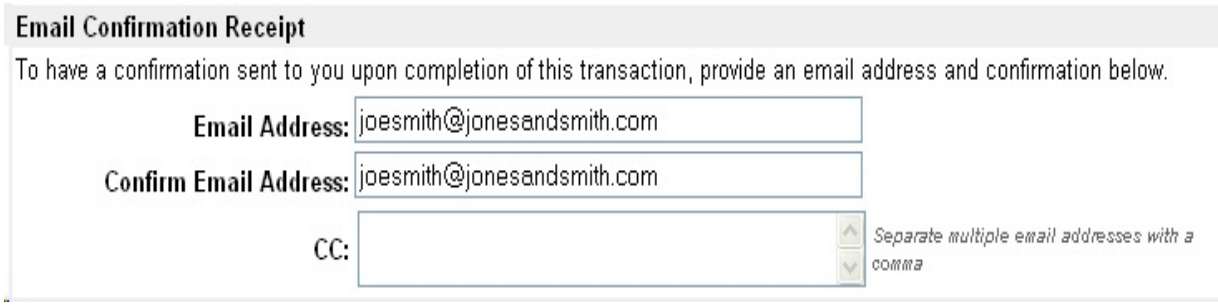
13. Click the **[Continue with Plastic Card Payment]** button.

14. Review the Payment Summary and Edit if necessary. See Figure 60.

Figure 60

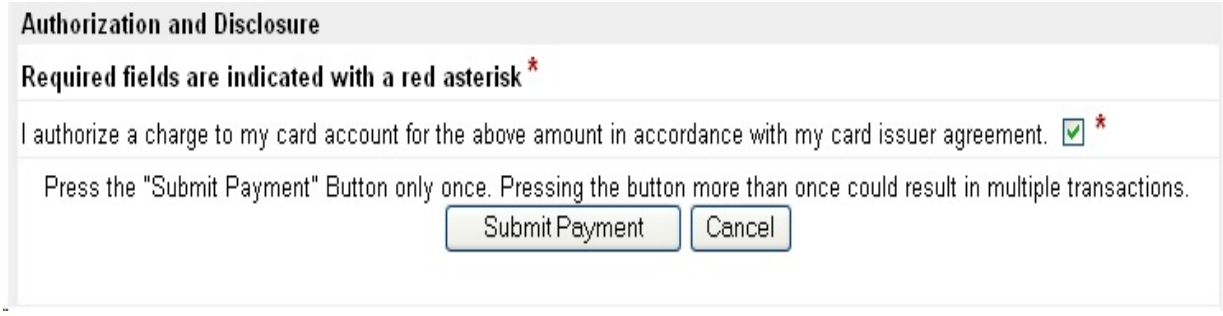
15. Enter your email address in the **Confirmation Receipt Request**.

Figure 61



16. Click **[I Authorize a charge to my card account for the above amount in accordance with my card issuer agreement]** to confirm and authorize the payment details.

Figure 62



17. Click **[Submit Payment]** button. See Figure 62.

18. An e-mail receipt will be sent to the email address provided in Step #15.

19. **If the credit card is not accepted by Pay.gov, a message will appear on the screen and the docket event will not continue. The filing will not be accepted by the system. The attorney will be instructed to contact his or her card issuer.**

20. Modify the docket text if necessary and click **[Next]**.

21. Proofread the Final Docket Text screen and click **[Next]**. **NOTE: IF YOU DO NOT PRESS *NEXT* TO COMPLETE THE DOCKET TEXT SCREEN, THE FEE WILL HAVE BEEN PAID, BUT THE NOTICE OF APPEAL WILL NOT BE FILED.** See Figure 63.

Figure 63

22. A Notice of Electronic Filing will appear on the screen and will not be e-mailed to the filer. Please print a copy of this Notice of Electronic Filing for your records.

23. Upon receipt of the Notice of Appeal, the Third Circuit Court of Appeals will review and process the document and assign a case number. A Notice of Electronic Filing will be sent by the Third Circuit Court of Appeals. Appeals to the Federal Court in Washington, DC, will be reviewed and processed and notice delivered by other means to counsel.

Refunds of Fees Paid Electronically

Judicial Conference Policy generally prohibits the refund of fees; however, refunds may be issued upon approval under limited circumstances, such as:

a. When an overpayment has been made by the filer; or

b. When a duplicate, identical complaint, notice of removal, notice of appeal, petition for writ of habeas corpus or *pro hac vice* request for NEF is filed more than once by the same attorney or the same law firm.

The procedures to obtain a refund of fees paid via Pay.gov are as follows:

1. A refund of fees paid via **Pay.gov** shall be made in writing by application and filed electronically with the Clerk of the Court.

2. The application must contain the following information:

a. Date of request
b. Full and correct name
c. Current and complete address
d. Reason for refund
e. Case number
f. Date of transaction.
g. Receipt number or **Pay.gov** tracking ID number.

3. Upon filing, the Clerk's Office will review the application and, if appropriate, issue a Clerk's Order approving a refund.

4. All other applications for refund will be directed to the assigned judge.

5. The Finance Department will issue a refund against the credit card or ACH transaction through **Pay.gov**. Refunds will **not** be issued through checks.

Public Access

A person may retrieve information from the Electronic Filing System at the court's Internet site, **http://ecf.njd.uscourts.gov,** by obtaining a PACER login and password. With the exception of social security cases, a person who has PACER access may retrieve docket sheets and documents in civil cases and criminal cases[2].
Retrieval of documents in social security cases is limited and may only accessed by counsel of record. A case or document under seal shall not be available to the public through electronic or any other means.

Sensitive Information

As the public may access case information through the Court's ECF System, sensitive information should not be included in any document filed unless the Court orders otherwise. As required under Federal Rule of Civil Procedure 5.2(a) and Federal Rule of Criminal Procedure 49.1(a), when making any electronic or Paper Filing with the Court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual known to be a minor, or a financial-account number, a party or nonparty making the filing may include only:

a. the last four digits of the Social-Security number and tax-identification

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[2] The Judicial Conference of the United States, has agreed to permit remote public access to electronic criminal case file documents filed after November 1, 2004.

number;

b. the last four digits of the financial account numbers;

c. the minor's initials;

d. the year of the individual's birth; and

e. in criminal cases for home addresses, use only the city and state.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may either:

(1) File an un-redacted version of the document under seal, or;

(2) File a redacted version of the document and file a reference list under seal.

The reference list shall contain the complete personal identifiers(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list may be amended as of right.

The Court may still require the party to file a redacted copy for the public file.

In addition, caution must be exercised when filing documents that contain the following:

(1) Personal identifying numbers, such as a driver's license number;

(2) Medical records, treatment, and diagnoses;

(3) Employment history;

(4) Individual financial information; and

(5) Proprietary or trade secret information.

Additional items for criminal cases only:

(1) Information regarding an individual's cooperation with the government;

(2) Information regarding the victim of any criminal activity;

(3) National Security information; and

(4) Sensitive security information as described in 49 U.S.C. § 114(s).

Counsel are strongly urged to share this information with all clients so that an informed decision about the inclusion of certain material can be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that pleadings and other papers comply with the rules and orders of this Court requiring redaction of personal identifiers. The Clerk will not review each filing for redaction.

Counsel and the parties are cautioned that failure to redact personal identifiers and/or the inclusion of irrelevant personal information in a document filed with the Court may subject them to the full disciplinary and remedial power of the Court, including sanctions pursuant to Federal Rule of Civil Procedure11.

Query Feature

Participants with a PACER account can use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF which opens up the **PACER Login** screen.

Figure 64

You must enter your **PACER** login and password before ECF permits you to query the database. See Figure 65.

Figure 65

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, and you will be charged $.08 per page.

Instructions for viewing filed documents and case information:

Authentication
Login:
Password:
client code:
Login Clear

NOTICE: An access fee of $.08 per page, 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 Netscape 7.x, Internet Explorer 6.0 and Firefox 1.5.

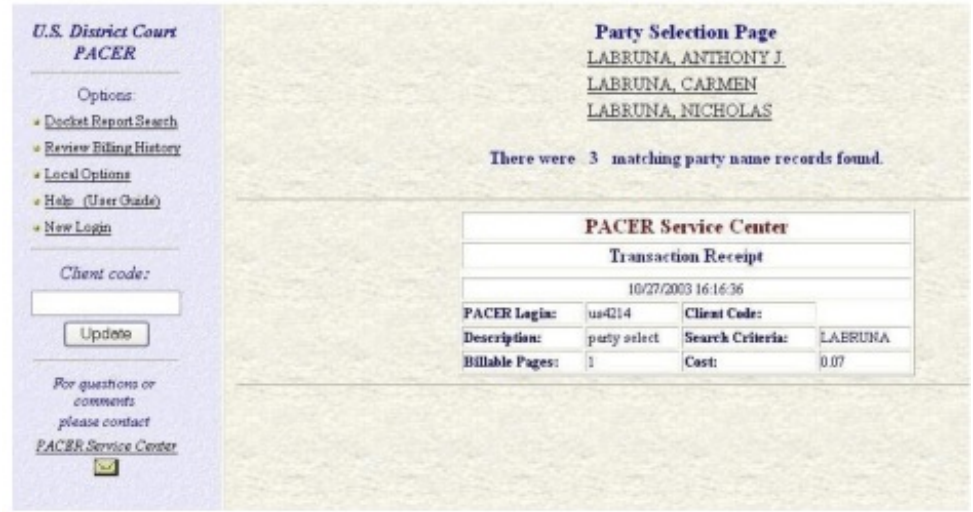
Selecting a Case to Query

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted in Figure 66.

Figure 66

If you know the number the Court has assigned to the case, enter it in the Case Number field and click on the **[Search]** button. You may also query the PACER database by the name of the party or an attorney to the case. Enter the last name or business name of the party in the **Party Name** field. If more than one person with that name is in the database, PACER returns a screen from which to select the correct name. See Figure 67.

Figure 67



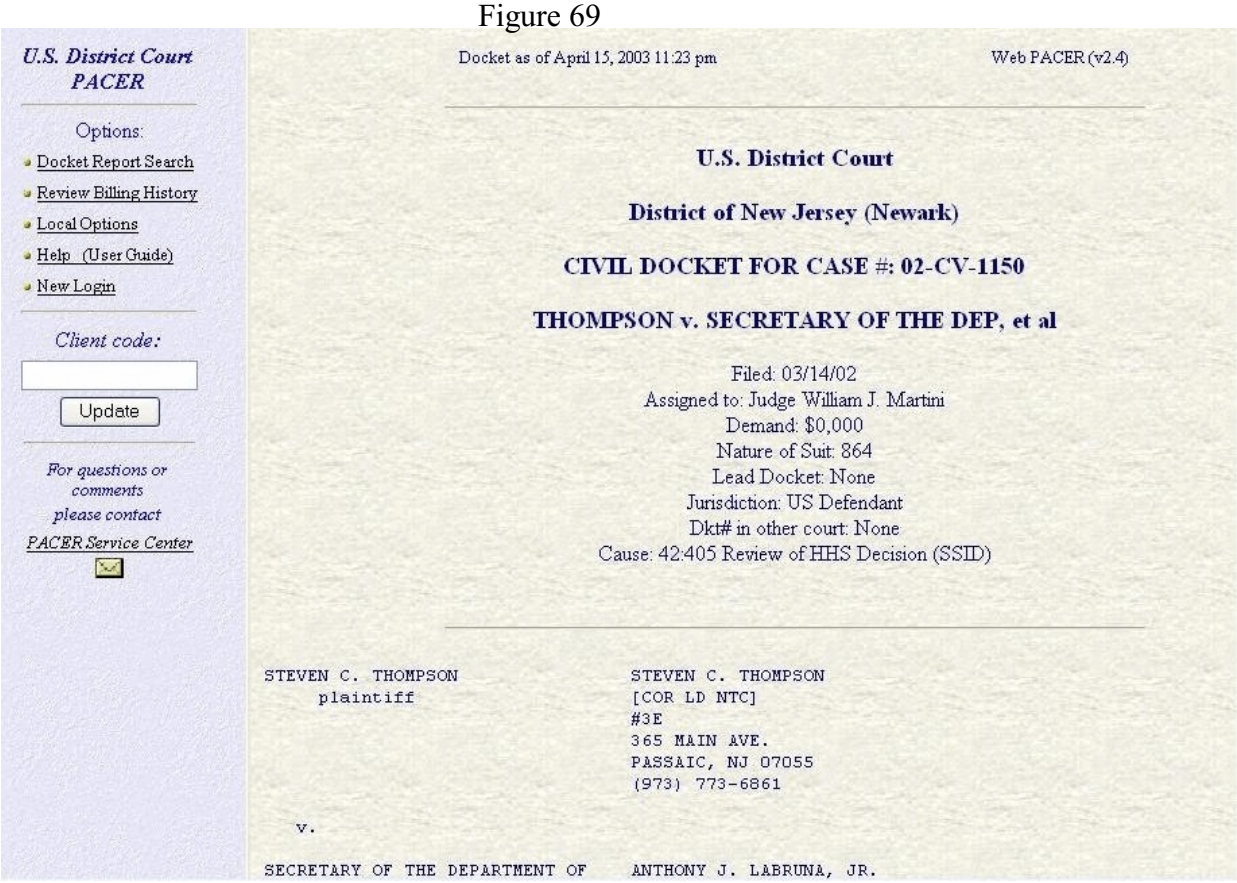
If you click on the name of the party, PACER will open the case summary screen depicted in Figure 68. After querying the database by case number or name, ECF opens the case summary window for the specific case you suggested.

Figure 68

At the top of the window, PACER displays the case number, case title, date the initial claim was filed, and the date of the last filing for the case.

You may select a date range for your case summary report. You may also select heading and party information to be included when the events selected by date range are displayed. After you have selected the parameters for your report, click on the **[Display Report]** button. PACER will run your custom docket report and display it in a window as depicted in the Figure 69.

Figure 69



U.S. District Court
PACER

Options:

- Docket Report Search
- Review Billing History
- Local Options
- Help (User Guide)
- New Login

Client code:

Update

For questions or comments please contact PACER Service Center

Docket as of April 15, 2003 11:23 pm Web PACER (v2.4)

U.S. District Court

District of New Jersey (Newark)

CIVIL DOCKET FOR CASE #: 02-CV-1150

THOMPSON v. SECRETARY OF THE DEP, et al

Filed: 03/14/02
Assigned to: Judge William J. Martini
Demand: $0,000
Nature of Suit: 864
Lead Docket: None
Jurisdiction: US Defendant
Dkt# in other court: None
Cause: 42:405 Review of HHS Decision (SSID)

STEVEN C. THOMPSON plaintiff	STEVEN C. THOMPSON [COR LD NTC] #3E 365 MAIN AVE. PASSAIC, NJ 07055 (973) 773-6861
v.	
SECRETARY OF THE DEPARTMENT OF	ANTHONY J. LABRUNA, JR.

View a Document

If a document number is known, a PACER user will be able to access the document without first running and paying for a docket report. Select **Query** from the blue menu bar at the top of the ECF screen. Enter the case number where the pleading or document is filed. Click on **Run Query**. When the Query Event window opens, click on **View a Document**. See Figure 70.

Figure 70

Verify you have selected the correct case. Insert the docket entry number for the pleading or document you wish to view as shown in Figure 71. Click on **Run Report**.

Figure 71

Assuming the document is available, it may be downloaded at the standard PACER rate.

Reports Feature

The Reports feature of ECF provides the user with report options. After selecting the Reports feature from the ***Blue*** menu bar, ECF opens the Reports screen depicted in Figure 72.

Figure 72

Docket Sheet Report

Click on the **Docket Sheet** hyperlink depicted in Figure 72.

If you are not already logged in to **PACER**, enter your **PACER** login and password. See Figure 73.

Figure 73

CM/ECF Filer or PACER Login

Notice
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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:

Authentication

Login:

Password:

client code:

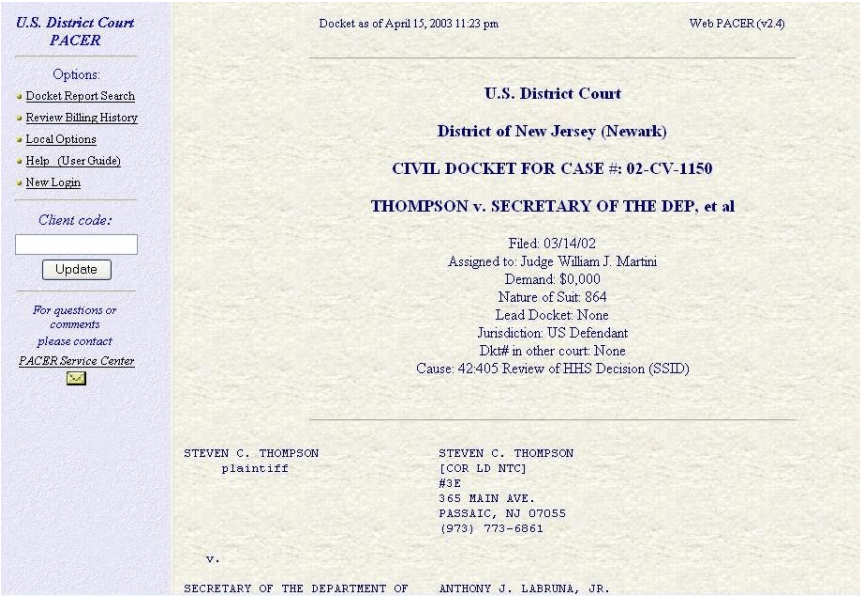
Login Clear

NOTICE: An access fee of $.08 per page, 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 Netscape 7.x, Internet Explorer 6.0 and Firefox 1.5.

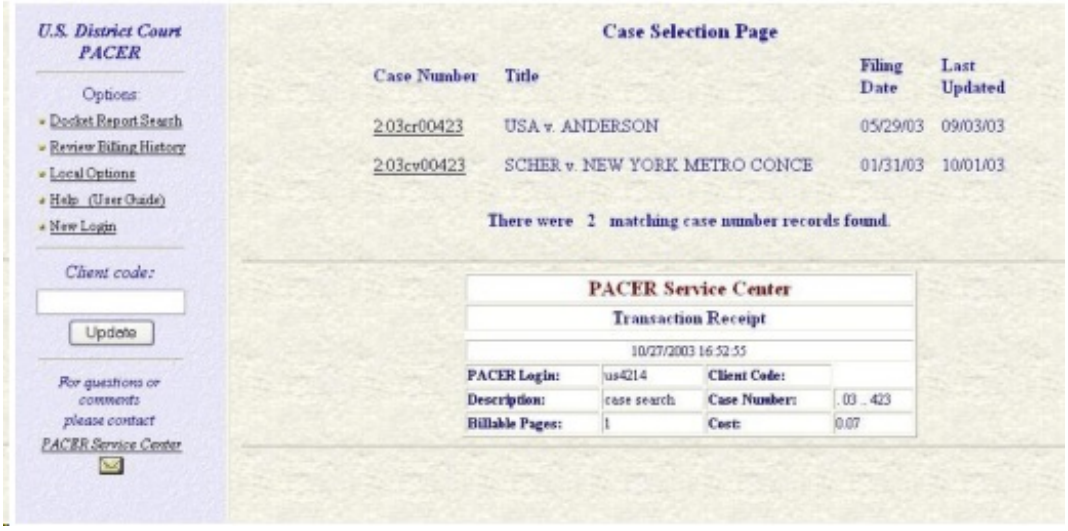
Click on the **[Login]** button and ECF will open the **PACER Docket Report Search Screen** depicted in Figure 74.

Figure 74



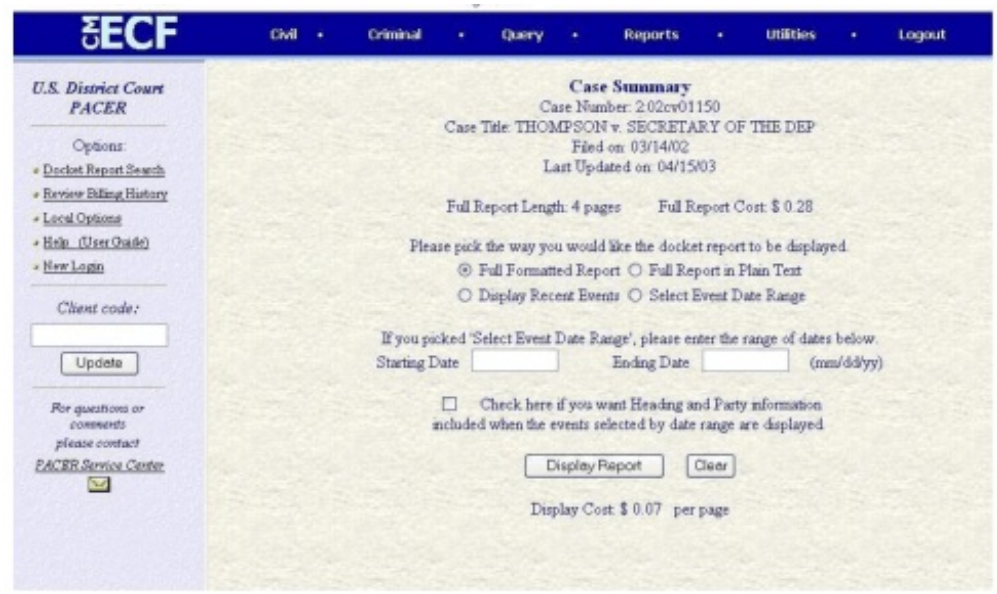
This is the same query window that PACER displayed when you selected **Docket Report** from the Query feature. Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Search]** button. PACER will display a **Case Selection Page**, click on the case number you wish to view. See figure 75.

Figure 75



The Case Summary page is displayed. You may select a date range for your case summary report. You may also select heading and party information to be included when the events selected by date range are displayed. After you have selected the parameters for your report, click on the **[Display Report]** button. PACER will run your custom docket report and display it as depicted in Figure 76.

Figure 76



Utilities Feature

View Your Transaction Log

From the **Utilities** feature on the **Blue** ECF menu bar**,** click on the **[View your Transaction Log].** ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See Figure 77 below for a sample transaction log report. This feature, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect that someone is using your login and password without your permission, telephone the ECF Help Desk as soon as possible.

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

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

Figure 77

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

Transaction Log
Report Period: 10/16/2003 - 10/25/2003

Id	Date	Case Number	Text
	10/22/2003 09:40:37	06-6612	Edit case and/or statistical data
127120	10/21/2003 14:12:42	1-98-cr-1231-1	INFORMATION as to DONALD CHRISTOPHER (1) count(s) 1ss-4ss. (student1,)
127142	10/22/2003 01:27:55	1-98-cr-1231-1	Set/Reset Deadlines as to [5] Motion to Compel Motion hearing set for 9/5/2003 10:00 AM in Camden - Courtroom 1 before Judge Joseph E. Irenas. (th,)
127180	10/22/2003 09:20:56	06-6612	Opened New CV Case 06-6612
127206	10/22/2003 09:32:40	2-06-cv-6612	COMPLAINT against all defendants (Filing fee $ 150 receipt number 11111.)JURY DEMAND, filed by CHRIS ASADOURIAN.(student1,)
127238	10/22/2003 09:38:55	2-06-cv-6612	Summons Issued as to MALCOLM L JOHNS Days Due - 20. Mailed to counsel. (student1,)
127257	10/22/2003 09:41:47	06-6612	Party DEANNA L LISKA Added to Case 06-6612
127261	10/22/2003 09:42:28	06-6612	Party KURT L SANDY Added to Case 06-6612
127267	10/22/2003 09:44:47	2-06-cv-6612	SUMMONS Returned Executed by CHRIS ASADOURIAN. MALCOLM L JOHNS served on 1/11/2002, answer due 1/31/2002; DEANNA L LISKA served on 1/11/2002, answer due 1/31/2002. (student1,)
127277	10/22/2003 09:46:43	2-06-cv-6612	SUMMONS Returned Executed by CHRIS ASADOURIAN. KURT L SANDY served on 1/15/2002, answer due 2/4/2002. (student1,)
127283	10/22/2003 09:50:44	2-06-cv-6612	ANSWER to Complaint by MALCOLM L JOHNS, DEANNA L LISKA.(student1,)
127291	10/22/2003 09:59:43	2-06-cv-6612	MOTION for Extension of Time to File Answer re [1] Complaint by KURT L SANDY. (Attachments: # (1) Text of Proposed Order BRIEF# (2) Affidavit TOM JONES)(student1,)
127316	10/22/2003 10:03:18	2-06-cv-6612	ORDER granting [5] Motion for Extension of Time to Answer re [5] MOTION for Extension of Time to File Answer re [1] Complaint . Signed by Judge Ronald J. Hedges on 3/25/03. (student1,)
127329	10/22/2003 10:12:43	2-06-cv-6612	ANSWER to Complaint with JURY DEMAND, COUNTERCLAIM against CHRIS ASADOURIAN by KURT L SANDY.(student1,)

Miscellaneous

ECF provides *Miscellaneous* functions within the **Utilities** feature menu.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink, ECF opens a new screen that contains a hyperlink to a Law Dictionary, a Medical Dictionary, and Westlaw via the internet.

When you click on the **Mailings** hyperlink, a new screen opens for accessing mailing information and creating mailing labels.

Logging Out

After you have completed all your transactions for a particular session in ECF you should log out.

Figure 78

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

Filing Documents If ECF Is Not Accessible (Technical Failures)

Occasionally, Filing Users may be unable to electronically file documents due to technical problems with the court's ECF system.

The clerk shall deem the court's Electronic Case Filing web site to be subject to a technical failure if the site is unable to accept filings continuously or intermittently for more than one hour occurring after 12:00 Noon (Eastern Time) that day. If a Filing User experiences technical failure, the document may be submitted to the court that day in an alternative manner, provided that it is accompanied by an affidavit of the Filing User's failed attempt to file electronically at least two times, at least one hour apart after 12:00

Noon. The following methods of filing are acceptable as a result of **only the court's** technical failure:

a. in person, by brining the document to the Clerk's Office on paper accompanied by a CD-ROM which contains the document in PDF format.

b. via electronic mail in a PDF attachment, sent to the following email address: **ecfhelp@njd.uscourts.gov**.

c. through facsimile transmission to the Clerk's Office where the presiding judicial officer is stationed: Camden Fax (856) 757-5370; Newark Fax (973) 645-6659; Trenton Fax (609) 989-2080. When a Filing User subject to technical failure submits a document by fax, the document shall be filed electronically on the next business day.

The initial point of contact for any Filing User experiencing technical difficulty filing a document electronically shall be the Court's ECF Help Desk at the following number:

Camden (Toll free) 1-866-726-0726 or 856-757-5285

Newark (Toll free) 1-866-208-1405 or 973-645-5924

Trenton (Toll free) 1-866-848-6059 or 609-989-2004

OR

Contact the court via email at **ecfhelp@njd.uscourts.gov**.

When possible, the Clerk will provide notice on all such technical failures on the Court's web site.

A Filing User who suffers prejudice as a result of a technical failure may seek appropriate relief from the Court.