UNITED STATES DISTRICT COURT

DISTRICT OF NEW JERSEY
CLERK'S OFFICE

ECF USER MANUAL

Rev 5-1-2013

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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).

Definitions:

The following definitions are used throughout this User Manual:

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.

Filing User: An attorney who has a court-issued login and password to file documents electronically.

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.

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.

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".

Proposed Order: 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.

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

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.

Paper Filing: Submitting a document in hard copy on paper.

Pay.gov: 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 400. Scanning at resolutions greater than 400 dpi tends to clutter the electronic transfer with unwanted markings and print.
- An Internet service provider and web browser. The court has verified that CM/ECF works correctly with Firefox 3.5, and Internet Explorer 7 and 8.

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 the initial pleading in civil cases such as a Complaint, Notice of Removal, Petition for a Writ of Habeas Corpus, Petition to Confirm Arbitration Award, Petition to Quash/Compel/Enforce Subpoenas, a Petition to Enforce IRS Summons, or a 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 cannot reasonably be scanned.

(B) Mandatory Exceptions

The following documents are excepted from regular Electronic Filing practices and shall be filed under in accord with special procedures as proscribed by the Clerk:

(1) Administrative Records in Social Security Cases (administrative records may be submitted in paper form or filed electronically; access to the record is limited to case participants and public terminals) (For filing procedure, be guided by L.Civ.R.9.1)

(2) Transcripts (reference the District Court Transcript Policy (Policy on the Electronic Availability of Transcripts of Court Proceedings available on the District Court Net www.njd.uscourts.gov under CM/ECF/ETrans/PolicyETranscripts.pdf

(3) Grand Jury Matters (either not E-filed or access restricted per Clerks Office policy)

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 (Efiled under seal)

The following are examples of types of warrants:

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

(5) Sentencing Memorandums [excluded per L.Civ.R.5.2(11)(b)(5)]

Sealed Documents

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. Any properly sealed document will ***NOT***, absent further order, be available for viewing by any case participants (e.g., counsel of record) in the particular civil action.

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

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 sealed material are set forth in a subsequent chapter of this ECF User Manual.

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 (Note: 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); or (2) attorneys who are retained to represent defendants in criminal cases (L.Civ.R.101.1 does not govern the appearance of attorneys in criminal matters). The ECF Registration form is available on the court's web site at **www.njd.uscourts.**gov under CM/ECF → Registration. Registration 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 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 5.2(4). Detailed instructions for modifying address and Email Information are set forth in this CM/ECF User Guide (refer to the Index). Other individuals that receive Notice of Electronic Filing, such as *Pro Hac Vice* counsel, shall promptly submit modifications of their contact information, notifying the Court by sending an 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. 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. An applicant can register on-line or can return the completed and signed registration form to address

indicated on the registration webpage.

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 Court 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

Attorneys in good standing with the U.S. District Court for the District of New Jersey are able to obtain a CM/ECF login and password by fulfilling at least one of the two following options: 1) review the online CM/ECF electronic tutorials posted on the court's website and pass an online quiz or 2) attend a live class at the Camden, Newark or Trenton courthouse.

Information about the electronic tutorials and quiz, as well as the live training classes, can be found on the court's website at http://www.njd.uscourts.gov/cmecfTraining.html .

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.

Proposed orders submitted in support of a motion should be filed as an electronic attachment to the Motion. For other proposed orders or proposed documents, the filer should refer to the Judicial Preferences on the Court's internet site to determine how the proposed document should be submitted (i.e., via email, fax 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

A. 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:

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.

B. 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.

C. 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 – Initial Pleading

Service of process of **complaints** including, amended complaints that add parties and third party complaints, must be made in accordance with Federal Rule 4 of Civil Procedure and the Local Rules of this Court. The District utilizes an electronic procedure (in most cases) to effectuate the issuance of a Summons in a Civil Action.

B. Service of Other Documents

(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 (NEF) to all Efilers 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.

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). 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

A. 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.

B. 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.

C. 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.

D. 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.

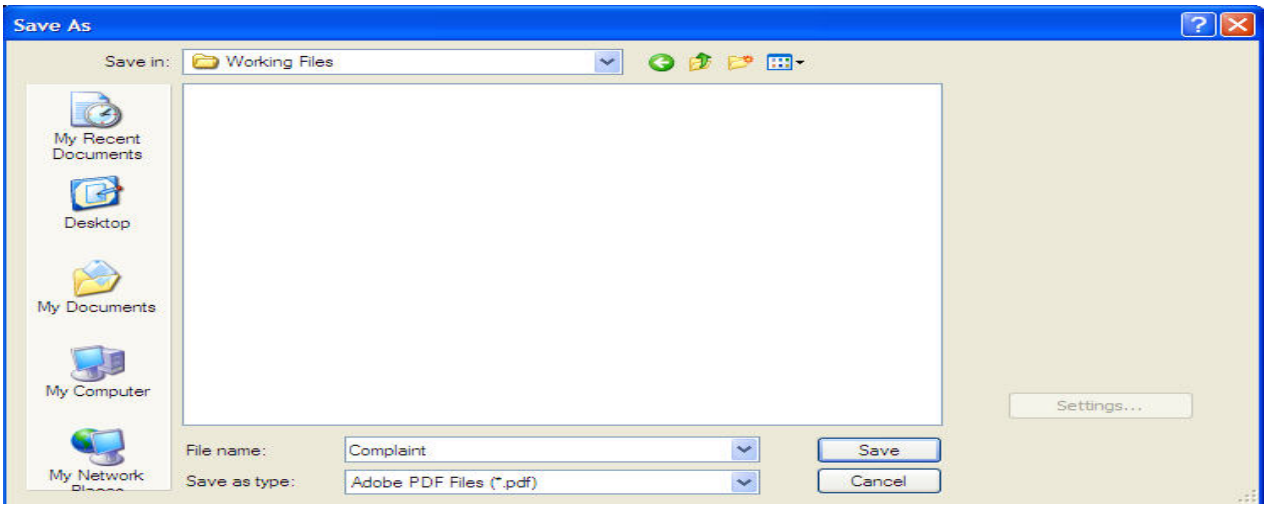
There are several ways in which you can get a document from a word processing program into the PDF format.

The newer versions of some common word processors include the ability to publish a document to PDF built right into the word-processing software. In WordPerfect 9 and higher, you can click on File and then **Publish to PDF** to convert your WordPerfect file (.wpd) to PDF. MS-Word (up to version XP) does NOT have this capability.

Adobe, the inventors of the PDF format, can be found at http://www.adobe.com, where you can find both the free reader version of the software, which can be used to retrieve documents from CM/ECF, and the writer version, which can create documents for posting.

When you've installed Acrobat, you can make PDF files right out of your word-processing software simply by printing the document, and selecting the printer called **Acrobat PDFWriter** from the drop down list of available printers. That process will actually save a file in PDF format, with a ".pdf" file extension, on your hard drive. There are many other vendors besides Adobe who provide software to create PDF documents. Please note that the Federal Judiciary does not endorse or recommend any specific PDF software.

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.

Basics of ECF

A. 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.

B. 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]**.

C. 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.

D. 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.

E. ECF User Manual

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

The ECF User Manual is best viewed using Version 6 (or greater) of Adobe Acrobat Reader.

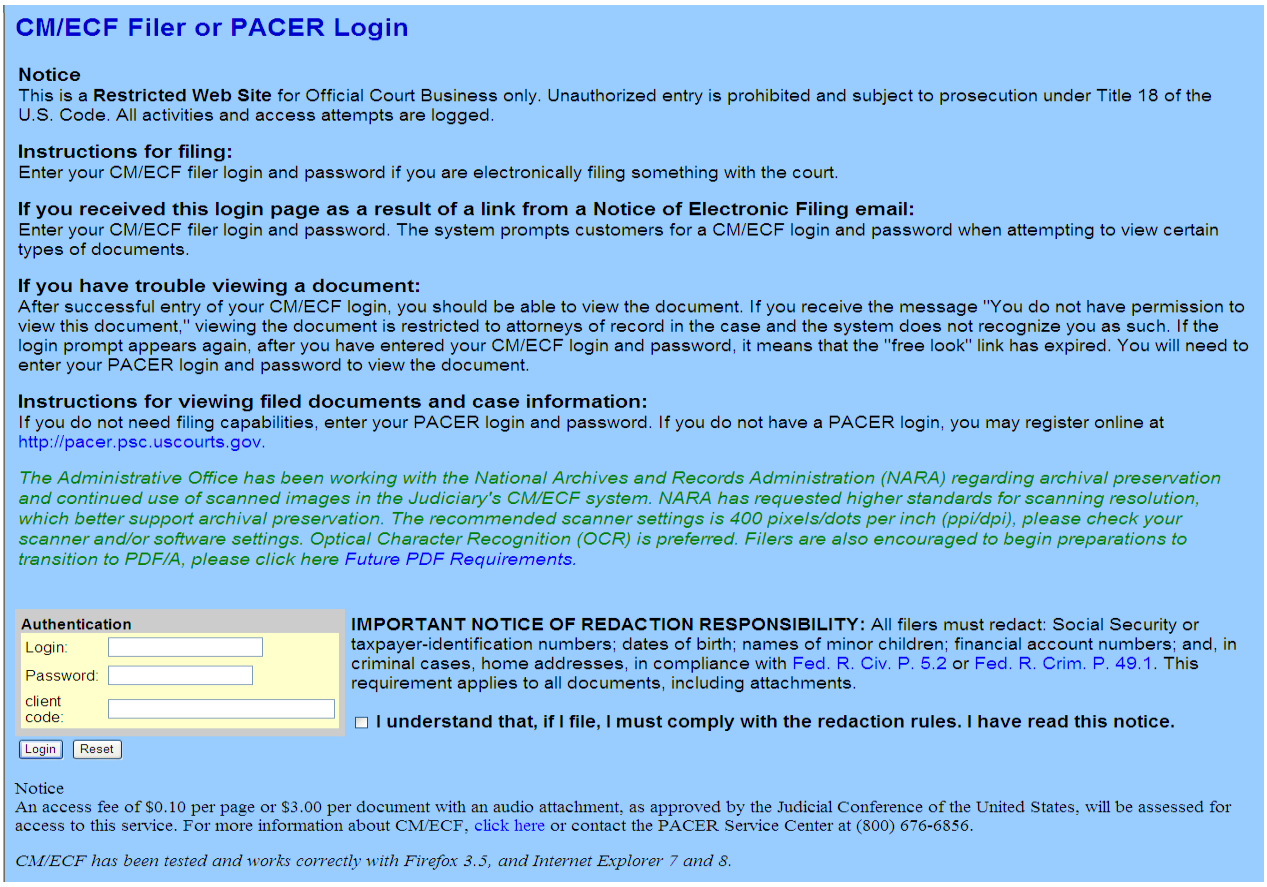
F. Entering the ECF System

This section of the ECF 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.

G. 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(A/B) depicts the login screen:

Figure 2A



CM/ECF Filer or PACER Login

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

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

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

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

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov.

The Administrative Office has been working with the National Archives and Records Administration (NARA) regarding archival preservation and continued use of scanned images in the Judiciary's CM/ECF system. NARA has requested higher standards for scanning resolution, which better support archival preservation. The recommended scanner settings is 400 pixels/dots per inch (ppi/dpi), please check your scanner and/or software settings. Optical Character Recognition (OCR) is preferred. Filers are also encouraged to begin preparations to transition to PDF/A, please click here Future PDF Requirements.

Authentication
Login:
Password:
client code:
Login Reset

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

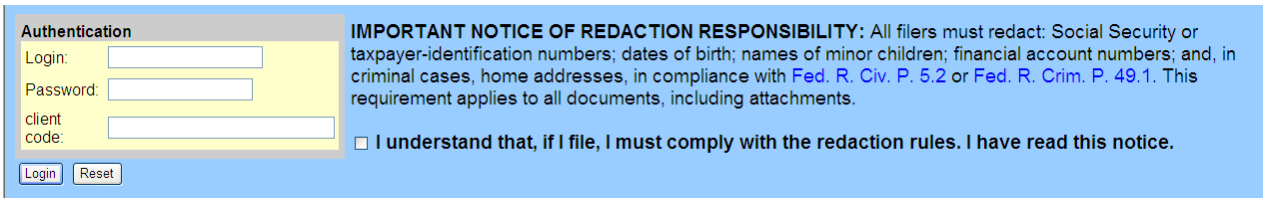
☐ **I understand that, if I file, I must comply with the redaction rules. I have read this notice.**

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

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

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.**

Figure 2-B (inset)



Authentication
Login:
Password:
client code:
Login Reset

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

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

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. Access to court documents costs $.10 per page. The cost to access a single document is capped at $3.00, the equivalent of 30 pages. The cap does not apply to name searches, reports that are not case-specific and transcripts of federal court proceedings. By Judicial Conference policy, if your usage does not exceed $15 in a quarter, fees for that quarter are waived, effectively making the service free for most users. 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, indicate your acknowledgement of the redaction rules, and click on the **[Login]** button to transmit your Login information to the system. If the 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 the ECF system accepts your login and password, the main screen with a ***blue*** menu bar at the top will be displayed. See figure 3.

Figure 3

H. 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.

Search - Enables users to **Search** the ECF dictionary to locate the correct event code to be used in your electronic filing.

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

I. 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

A. Manipulating the Screens

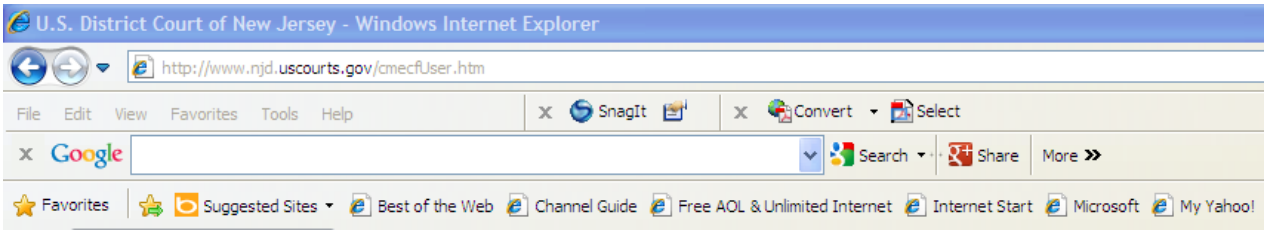
Each event has two buttons associated with data entry:

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.

B. 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. Have you redacted?**

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/Document

Initial pleadings are to be filed electronically unless subject to sealing, or restricted access

(e.g. qui tam) in which case they should be filed in paper form. Removals should include in electronic form all process, pleadings, and orders served upon the defendant(s) in the state court. Counsel may file their initial pleading and open their case themselves using the Open a Civil Case (Attorney) event code (procedure to be implemented in early 2013), or they may file their initial pleading via the electronic shell case, 33-1, and let the Clerks Office open the case for them. For instructions on how to open a civil case yourself, click on the following: www.njd.uscourts.gov and follow the instructions under the workflow for the Open a Civil Case (Attorney) event code (refer also to the electronic tutorial for that event code); otherwise counsel may submit their initial pleading using the shell case instructions under section "C" below.

The procedure for electronically filing initial papers in a civil case is:

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

(1) Your initial pleading (i.e., Civil Complaint, Notice of Removal, Petition for a Writ of Habeas Corpus, Petition to Confirm Arbitration Award, Petition to Quash/Compel/Enforce Subpoenas, or Petition to Enforce IRS Summons) in PDF format.

(2) Completed Civil Cover Sheet (Form JS-44), available in PDF format on the Court's website under Forms.

(3) Valid credit card.

The Court strongly encourages the opening of civil cases when the Clerks Office Help Desk is available.

B. Using the event code "Open a Civil Case (Attorney)" to open your civil case: *Note: This event will be introduced in early 2013.*

The preferred method of filing a civil action is by use of the Open a Civil Case (Attorney) event code. For step by step instructions, refer to the procedure (the "workflow"), and the electronic tutorial available on the Court's website at: **http://www.njd.uscourts.gov** (tab CM/ECF→Training→Electronic Tutorials).

C. Filing a Civil Complaint or Notice of Removal Using the 33-1 Shell Case:

(1) Select **Civil** from the blue menu bar at the top of your screen.

(2) Select **Initial Pleadings (Attorney/Credit Card)**. See Figure 5.

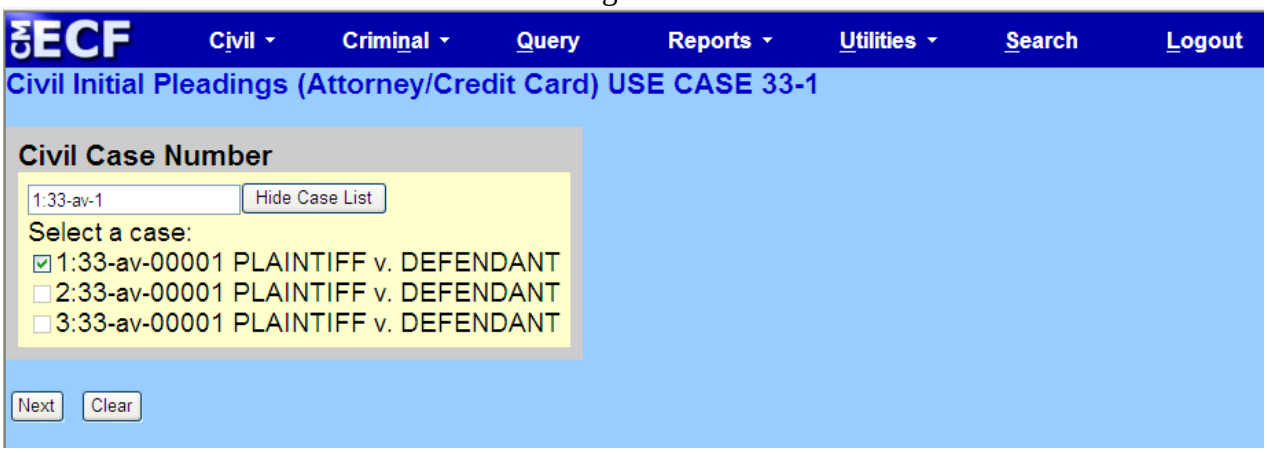
Figure 5

(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:
It is imperative that you attach an electronic copyof 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.

(8) Attach additional documents, including the 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. Repeat the sequence for each additional attachment.

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

(9) Enter case title, in capital letters, and 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) Pay.gov Debit/Credit Card Payment

Enter your payment data as indicated on the Pay.gov screen.

- Click (**Continue with Payment Option 1 (ACH - Figure 7-A) or Payment Option 2 (Plastic Card Payment - Figure 7-B**) Enter name, address, credit card and payment details as required on the Payment Screen as depicted in Figure 7A/B.

Figure 7-A

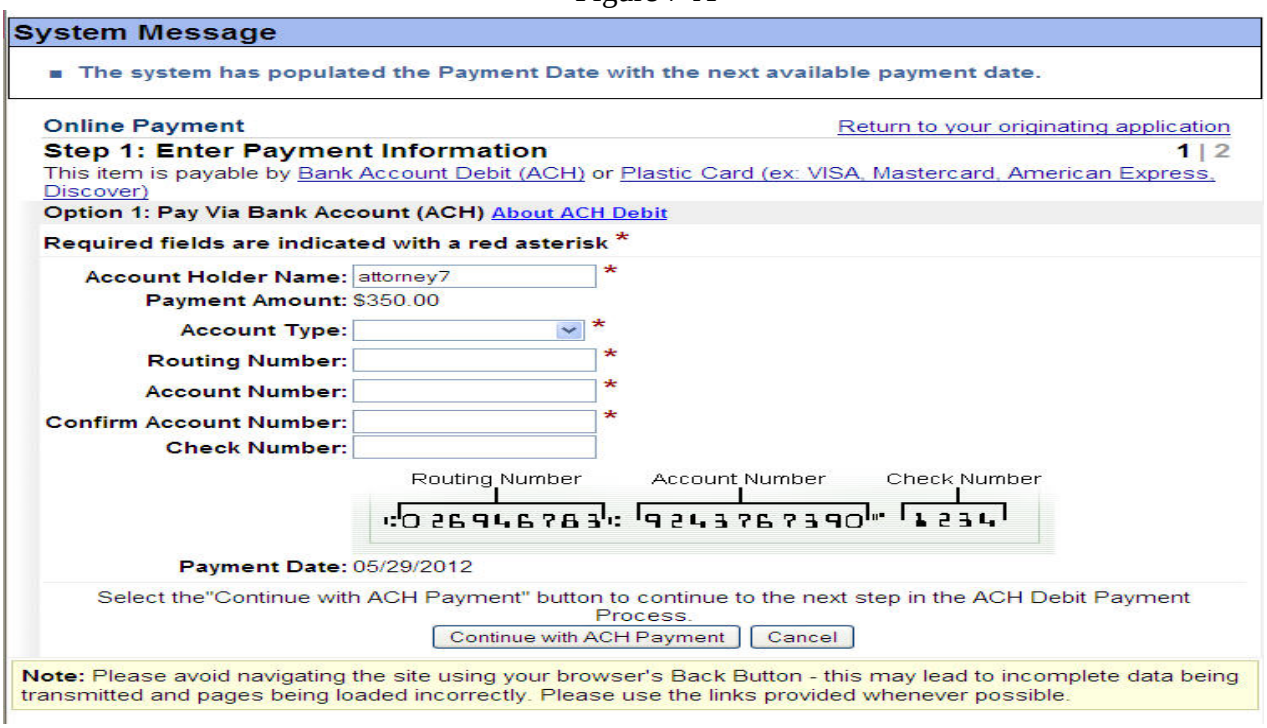
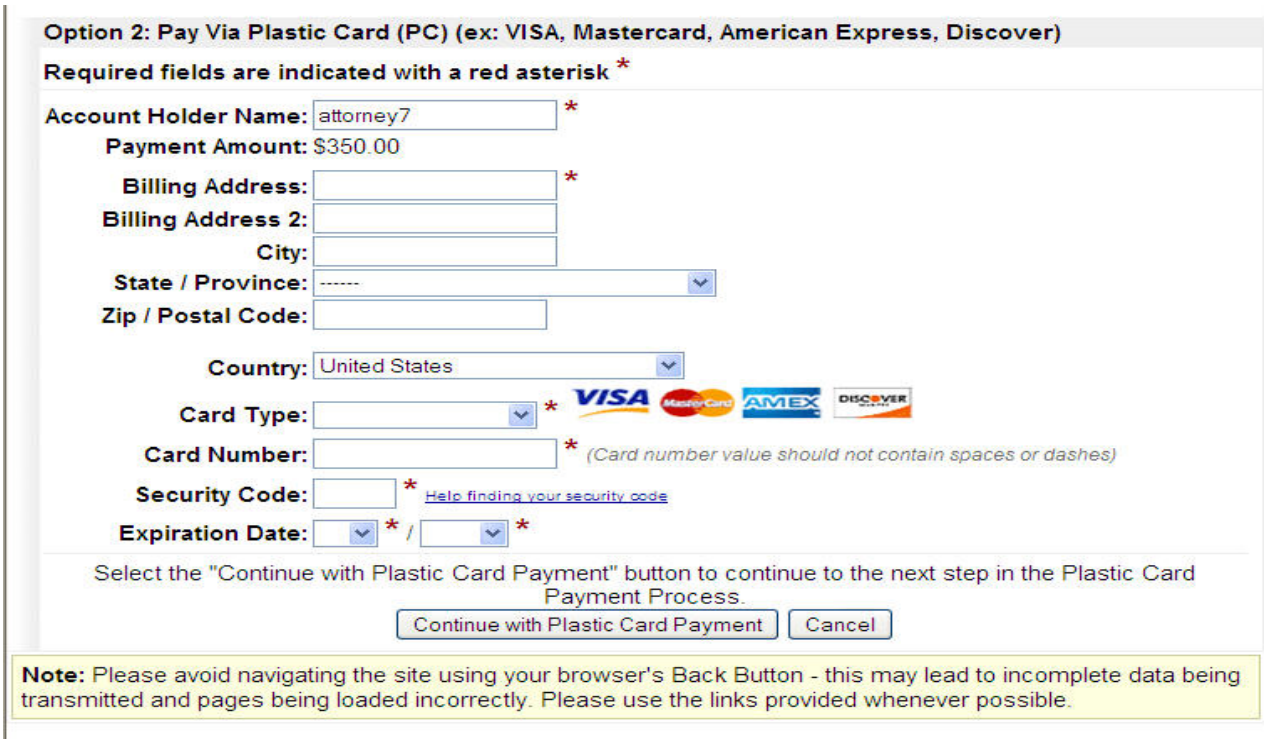


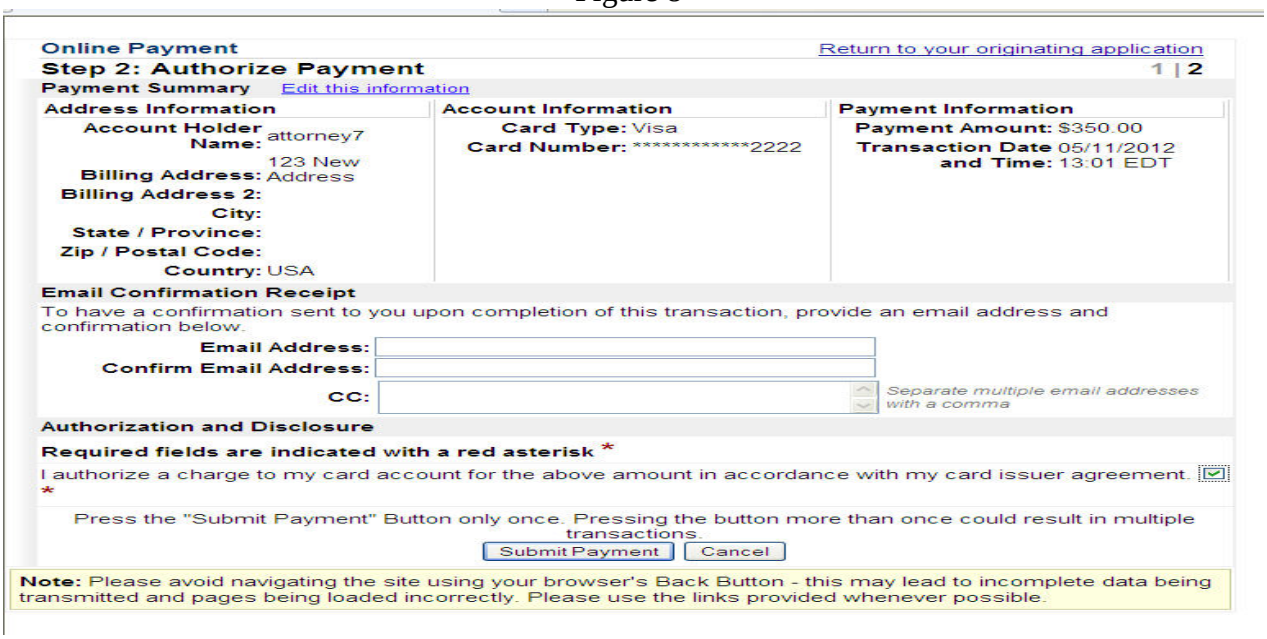
Figure 7-B



(12) Click the **[Continue with ACH or Plastic Card Payment]** button.

(13) Review and Edit the Payment Summary as needed; add an email confirmation address; authorize the charge by checking the authorization box; Click **[Submit Payment]** button.

Figure 8



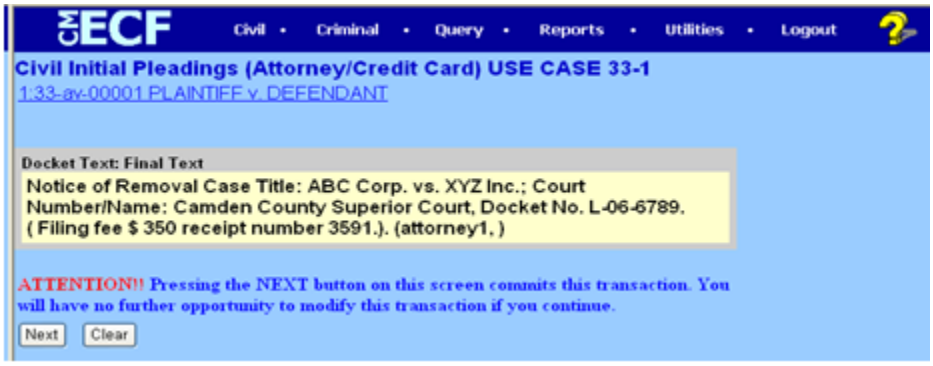
(14) An email receipt will be sent to the e-mail address provided.

(15) **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.**

(16) Modify the Docket Text if necessary and press the **[Next]** button.

(17) Proof read the Final Docket Text screen and press the **[Next]** button.
NOTE: IF YOU DO NOT PRESS NEXT TO COMPLETE THE DOCKET TEXT SCREEN, THE FEE WILL HAVE BEEN PAID, BUT THE COMPLAINT OR NOTICE OF REMOVAL WILL NOT BE FILED.

Figure 9



(18) 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.

(19) 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.

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

(21) The District utilizes an electronic procedure (in most cases) to effectuate the issuance of a Summons in a Civil Action. Service of process of **complaints** including, amended complaints that add parties and third party complaints, must be made in accordance with Federal Rule 4 of Civil Procedure and the Local Rules of this Court.

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:

(1) 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.

(2) One (1) paper copy of the Civil Cover Sheet (a PDF version of the Civil Cover Sheet

is not required).

(3) 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.

(4) The fee for filing a civil case ($350.00) and the administrative fee ($50.00) for a combined single total payment of $400.00 (cash not accepted).

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 a summons (electronic/paper as appropriate in accord with internal procedure). The official court record of the Civil Complaint will be the electronic version filed in the ECF system.

How to File Documents in Civil, Criminal and Miscellaneous Cases

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

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

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

(3) Enter the case for which the pleading or document is being filed.

(4) Designate the parties for whom the pleading or document is being filed.

(5) Specify the PDF document to file.

(6) Add attachments, if any, to the document being filed.

(7) Modify docket text as necessary.

(8) Submit the pleading or document to ECF.

(9) Receive notification of docketing (the NEF).

Filing Documents for Civil Cases

The process of filing a Motion in a Civil Action is described in the following section to exemplify the Electronic Filing Process.

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

Step 1. Select the Case Type from the blue menu bar at the top of the screen (Civil/Criminal).

Step 2. Select the Type of Event that is Being Filed.

Figure 10

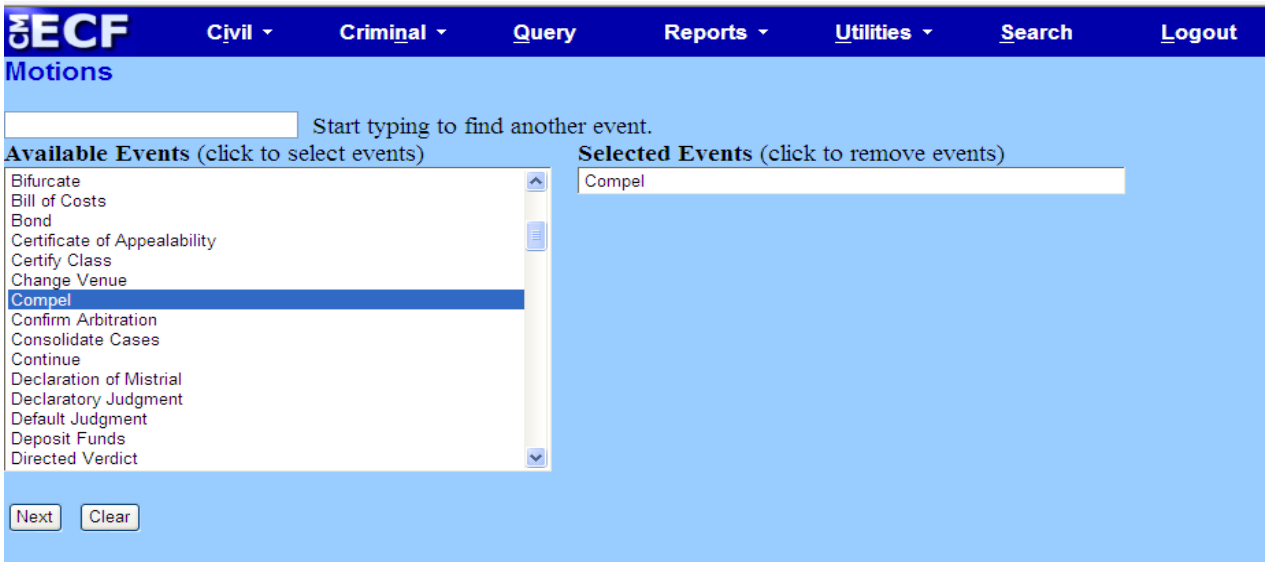
For example, select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing.

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

Figure 11

The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. See Figure 14. 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. 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.

Figure 12



Step 3. Enter the Case Number in Which the Document is Being Filed

A new Motions screen opens with a Case Number field. See Figure 13. Enter the number of the case for which you are filing a motion and click on the **[Next]** button. If the number is entered incorrectly, click the **[Clear]** button to re-enter. When the case number is correct, click on the **[Next]** button.

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**

Figure 13

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.

Step 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 14 below.

Figure 14

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.

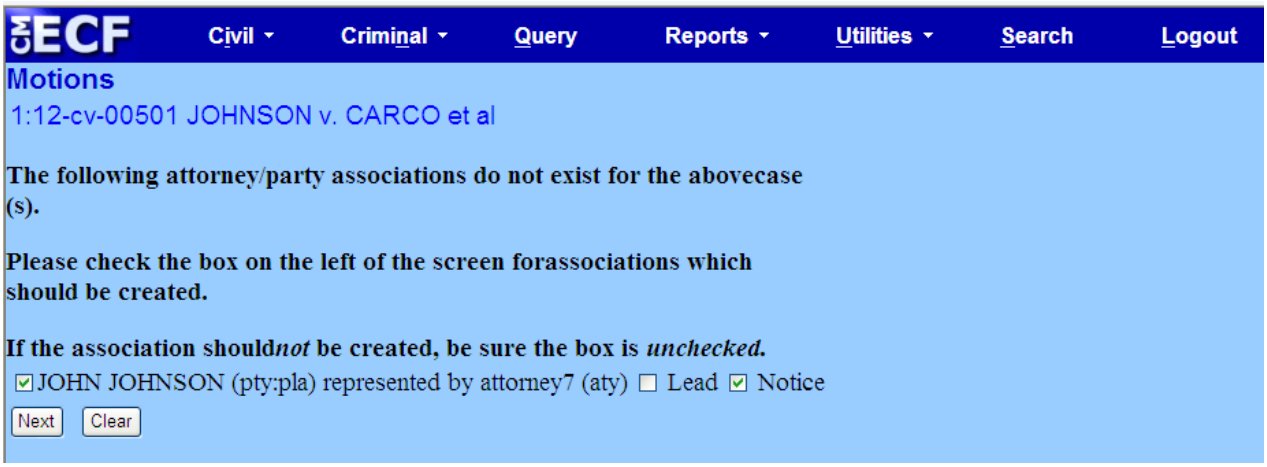
After highlighting the parties filing the motion, click on the **[Next]** button.

Step 4A. 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 15. 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.

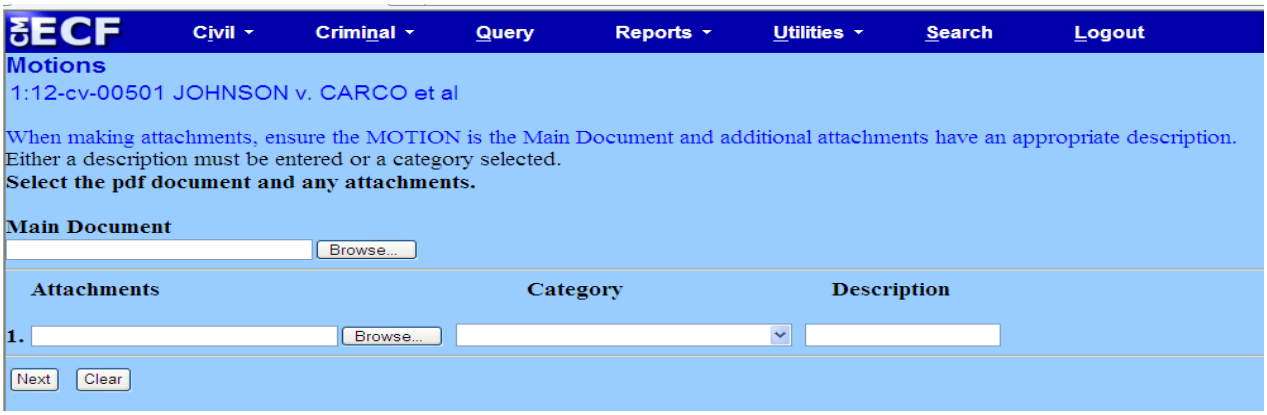
Figure 15



Step 5. Specify the PDF Document to File

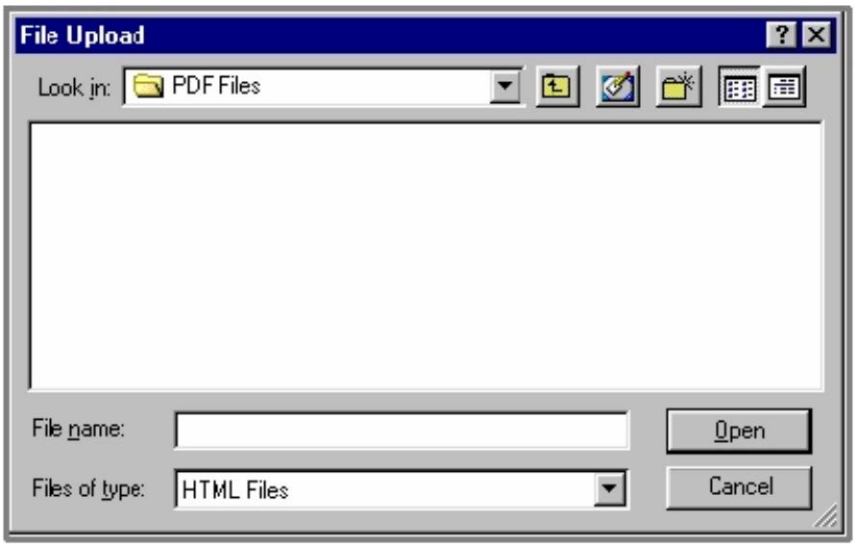
It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** be in **PDF** format; otherwise, ECF will not accept the document for filing. ECF accepts the party or parties you selected and displays a new screen. See Figure 16. ECF displays a field for locating and entering the PDF file of the document you are filing.

Figure 16



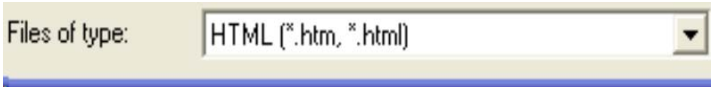
Click on the **[Browse]** button. ECF opens the screen depicted in Figure 17 below.

Figure 17



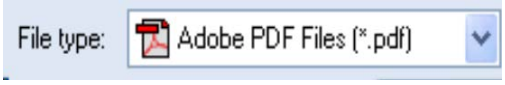
Change the Files of type from:

Figure 18



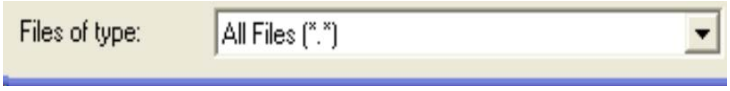
To

Figure 19



Or

Figure 20

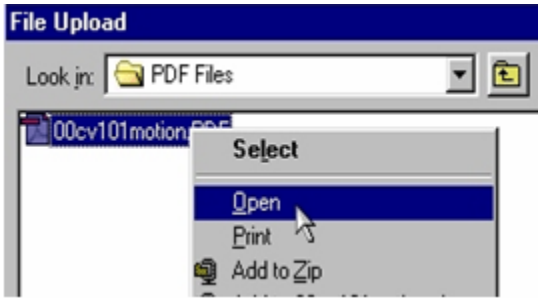


Navigate to the appropriate directory on your local or network drive to select the PDF document you wish to file.

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 21. 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.

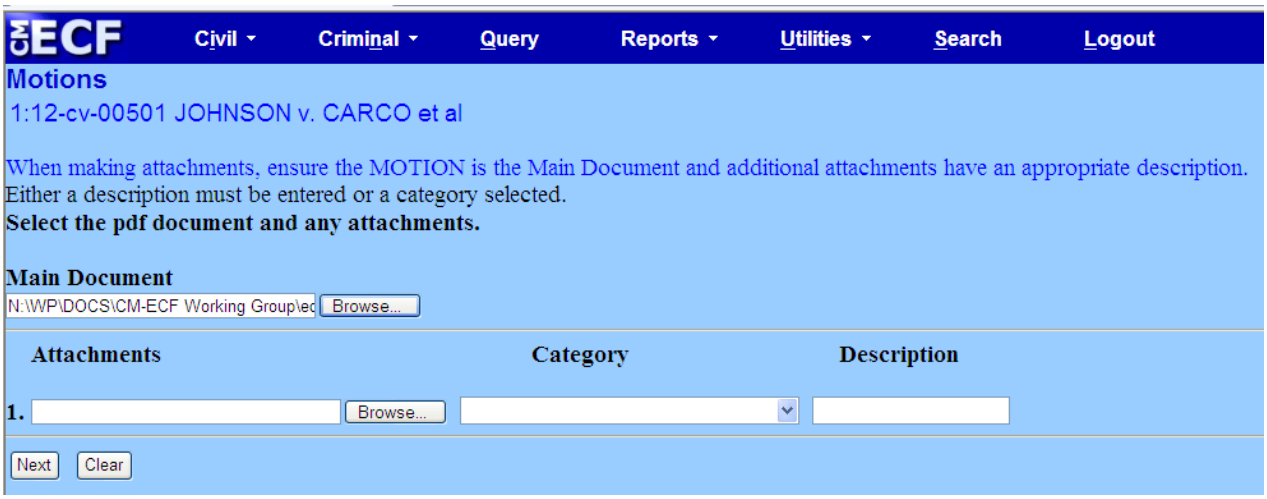
Figure 21



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 22.

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

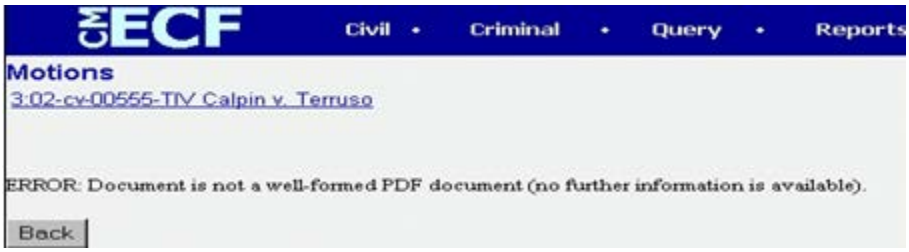
Figure 22



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

In the event you selected a highlighted file that is not in PDF format, ECF will display the error message depicted in Figure 23, after you click on the **[Next]** button. ECF will not permit you to file a document that is not in PDF format.

Figure 23

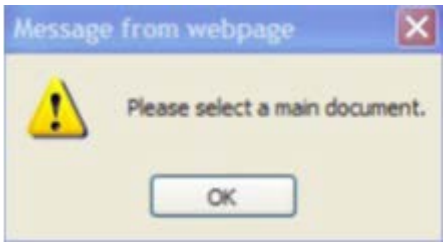


Click on the **[Back]** button and ECF will return to the previous screen. Select and highlight the PDF file and proceed as before.

Step 5A. 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 24.

Figure 24



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, click on **[Next]** and proceed to **Section 6 - Refining the Docket Text**.

Step 5B. 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 **Black and White**. Color will make the document larger.

b. Use **Basic Font Sets, No Embedded Fonts or features.**

(2) Scanned Documents - Documents scanned to PDF are generally much larger than those created using a word processor. Use the following general settings:

a.. The scanner settings should be Black & White (2 colors) and 400 dpi. Do not use color or grayscale;

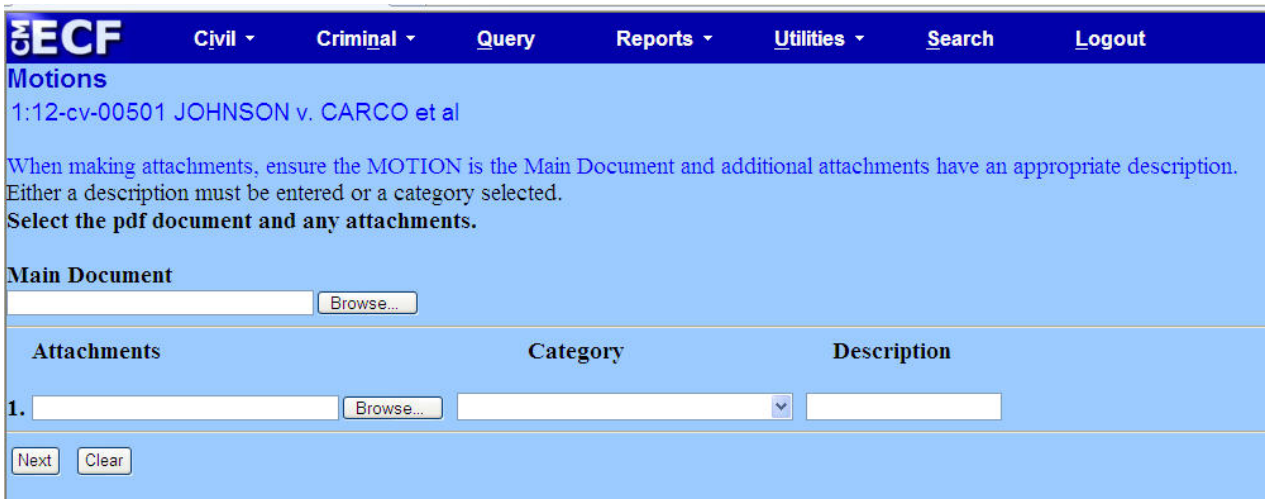
b. To better support archival preservation, the National Archives and Records Administration requires standards for scanning resolution be set at 400dpi/pp;

c. Optical Character Recognition (OCR) is preferred for search capabilities.

(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, repeat sequence for each additional attachment. See Figure 25

Figure 25



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

Step 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. 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.

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**".

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.

Step 7. Modify/Refine Docket Text

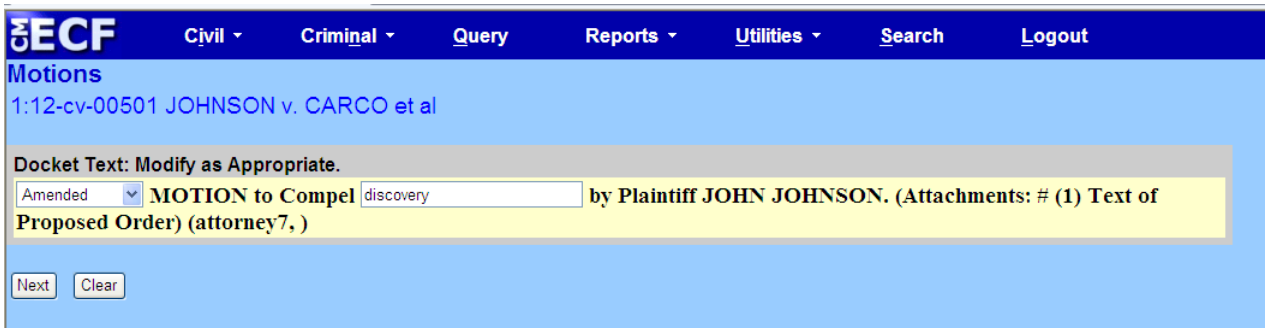
Click on the button shown in Figure 27 to open a modifier drop-down list. You may select one of the words in the drop-down list or leave the field blank.

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



Step 8. 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:

a. 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.

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

Step 9. Notice of Electronic Filing

ECF opens a new window displaying the Notice of Electronic Filing (see Figure 29 below). 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.

Figure 29

Notice of Electronic Filing

The following transaction was entered by attorney7, on 1/11/2013 at 11:04 AM EST and filed on 1/11/2013
Case Name: JOHNSON v. CARCO et al
Case Number: 1:12-cv-00501
Filer: JOHN JOHNSON
Document Number: 8

Docket Text:
Amended MOTION to Compel by Plaintiff JOHN JOHNSON. (Attachments: # (1) Text of Proposed Order) (attorney7,)

1:12-cv-00501 Notice has been electronically mailed to:

attorney7 eli@yahoo.com

student1 trainer-njd@njd.gov

1:12-cv-00501 Notice has been delivered by other means to:

LINDA LAWYER
1234 Main Street
Mytown, NJ 00000

PERRY MASON
1313 Mockingbird Lane
Anytown, NJ 88889

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1046708974 [Date=1/11/2013] [FileNumber=34682-0]

a. The Filer is allowed *one "free" look* at the document to verify it was filed properly.

b. 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.

c. 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.

d. 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.

Step 9A. 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.

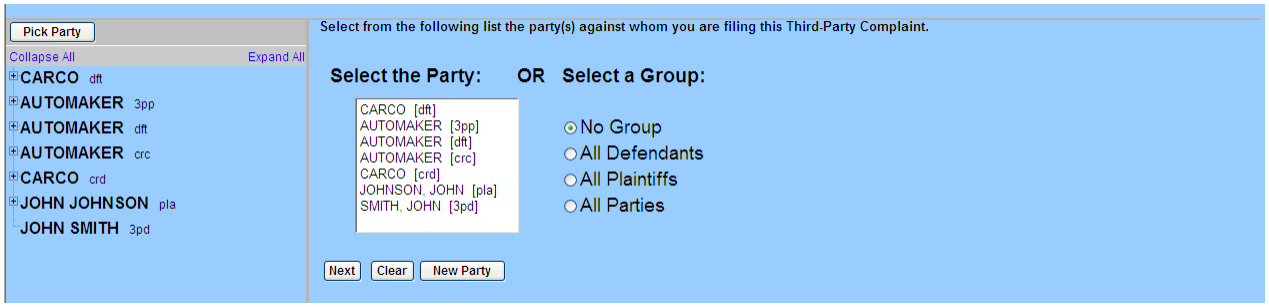
Reminder: It is the **filer's** responsibility to serve hard copies of the document **and** the **Notice of Electronic Filing** to attorney's and parties who are not registered as ECF Filing Users. A certificate of service must be included with all documents filed electronically.

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 (See Figure 30 below). 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 [**New Party]**.

Figure 30



The screen depicted in Figure 31 will appear. 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**.

Figure 31

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.

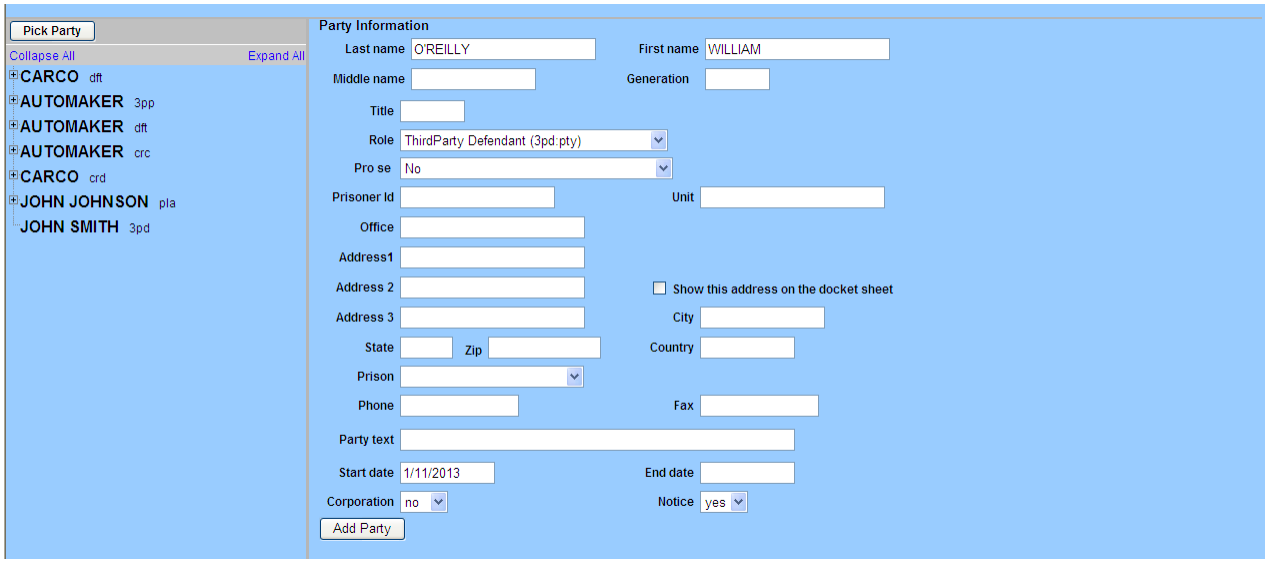
If the name you typed matches any entered in the ECF system, the next screen will display a list of party names that match.

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 Party]**. Review the party information and select the party's role in this filing. Click **[Add Party]**.

If a match is not found, or the party you wish to add does not appear in the list, click the [**Create New Party**] button. This will bring up the party information screen (see Figure 32).

Figure 32



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 **[Add Party]** button.

Note: It is not necessary to complete the **Title** field. Include titles or roles, such as Executor, In Her Capacity as, Commissioner, 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 **[Add Party]** button.

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

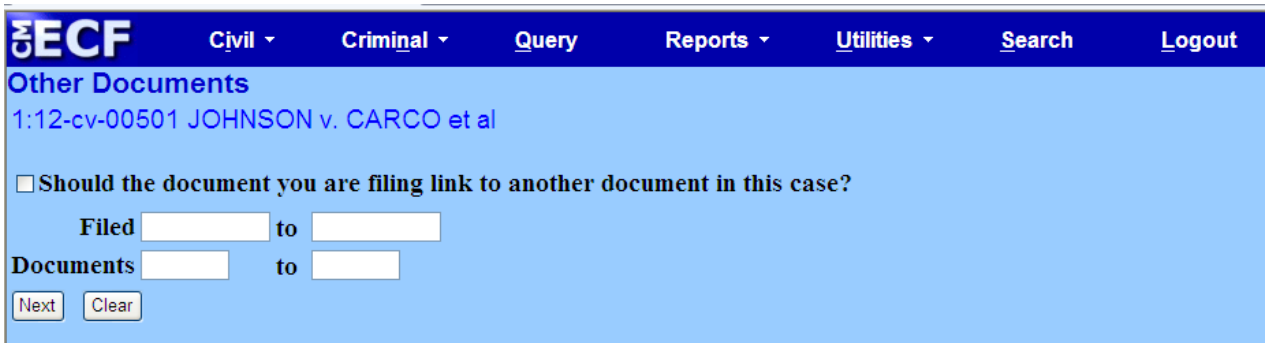
Example: The Smith Brothers, Inc.; ***Enter as:*** SMITH BROTHERS INC

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 **"**Should the document you are filing link to

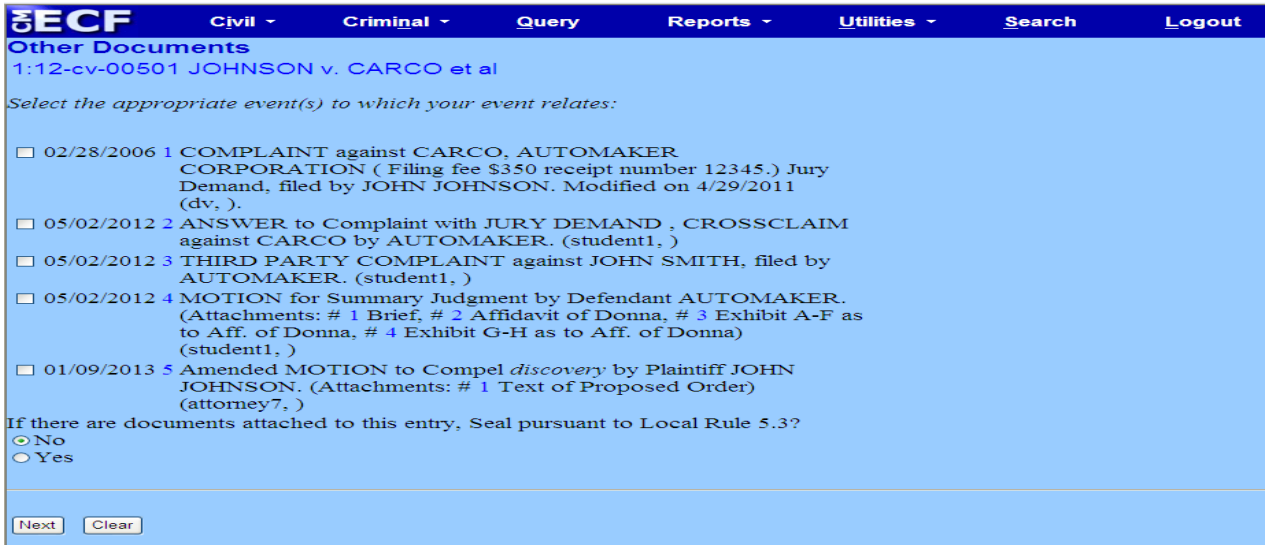
another document in this case?" and click the **[Next]** button. You have the option of entering filed dates or document numbers if you would like to further narrow your search.

Figure 33



The next screen prompts you to select the document(s) in the case that you want to link to. See Figure 34. Check the box in front of the document(s) you wish to link to and then address the question regarding Sealed Documents at the bottom of the screen (see figure 34).

Figure 34

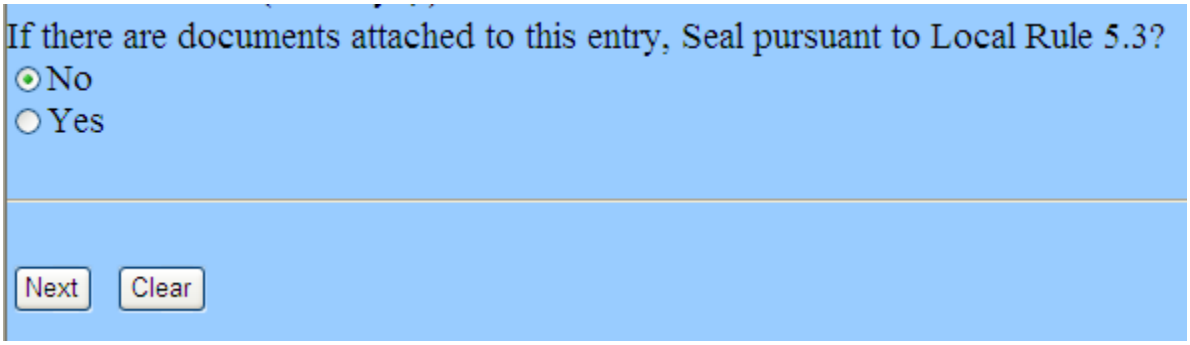


Instructions for Filing Documents "Under Seal" in Civil Cases

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 35, you must select "Yes" to ensure that the document submitted with the entry will be sealed. Note that any properly sealed document will NOT, absent further order, be available for viewing by any case participants (e.g., counsel of record) in the particular civil action.

Figure 35



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."

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.

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.

Click the **[Next]** button.

Instructions For Filing a Substitution of Attorney

Follow these instructions when one attorney is being substituted for another attorney. If you are changing law firms, address, etc., update information under account maintenance procedures (CM/ECF/Utilities/Maintain User Addr/E-mail).

(1) From the **Other Filings** Menu select **Other Documents**;

(2) Select the event **Substitution of Attorney**, and click **Next;**

(3) Insert Case Number, and click **Next;**

(4) The system will display the Case Number and Case Title. If correct, click **Next**;

3:99-cv-9999-GEB-TJB SPONGEBOB v. GARFIELD

(5) Click on **Browse**. Attach the pdf document (Substitution of Attorney) you are filing.

Add attachments (e.g., Certificate of Service), if any. Click **Next;**

(6) Select the attorney **withdrawing** from the case for each party. Click **Next;**

(7) Review instructions and Click **Next**;

(8) **Search for Attorney,** enter new counsel's last name or Bar ID (first and last initials and the last 4 digits of Social Security Number). **Remember** enter all names and addresses in UPPER CASE letters**.** Click **Next;**

(9) A list of attorneys will be displayed, highlight the **new** attorney. A small screen will appear to show the **new** attorney's name and address, verify this is the correct attorney. Press the **"Select the name from list"** and an Attorney Information screen will appear. Press the **"Add attorney"** button;

(10) Counsel should update the address information on the Attorney Information Screen, if it is incorrect. (See instructions for Account Maintenance);

(11) Select the party(ies) the **new** attorney represents. Select the parties in **every** role they appear, (i.e., defendant, cross claimant, third-party-plaintiff, etc.) Click **Next;**

(12) Respond to inquiry regarding sealed documents. System defaults to No. Click **Next**;

(13) A final confirmation screen will appear. Click **Next**;

(14) The final text screen will appear. The text will be similar to this:

Substitution of Attorney - Attorney PERRY E. MASON for SPONGEBOB SQUAREPANTS terminated. Attorney JOHN EDWARDS added. (PERRY E. MASON)

To accept the final screen, click **Next**;

(15) The **Notice of Electronic Filing** (NEF) will be displayed.

Modify Address and Email Information in ECF

User Interface for Email Information Screen

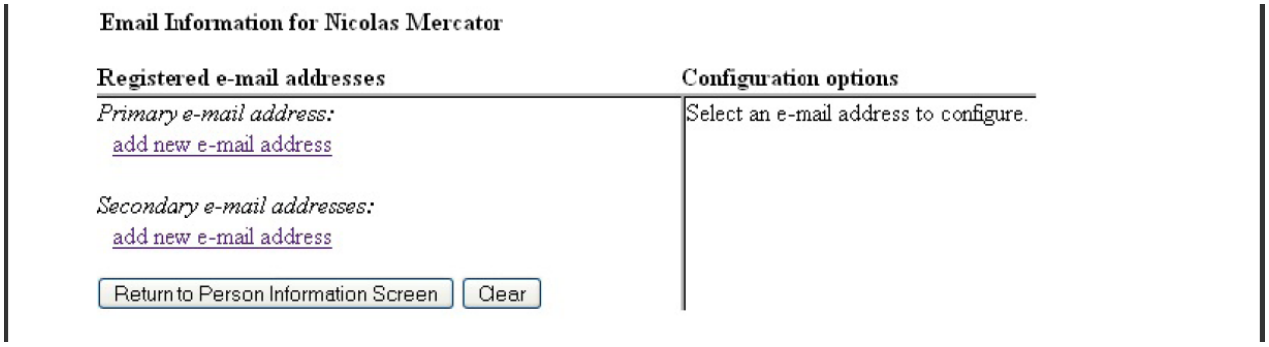
Log into ECF, Click the **Utilities** link on the blue bar, Click **Maintain Your Account**. You will see address information on the Person Information Screen. You can modify your Address information and please enter all information in Upper Case letters.

After any changes on the Person Information screen or Email screen, ensure you click the **Submit** button on the Person Information Screen**.**

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

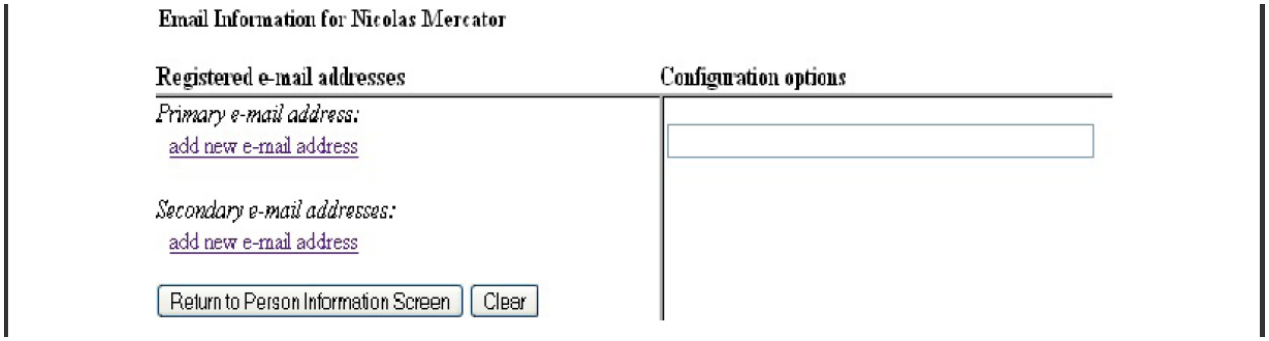
The Email Information screen in Maintain Your Email has been modified to provide more streamlined functionality. Additional options are presented to the user rather than being hidden. Cutting and pasting multiple case numbers from one delivery method to another is now allowed.

Figure 36



The initial Email Information screen is divided into two sides. On the left side, there are two add new e-mail address hyperlinks—one for the primary email address and one for the secondary email addresses. When the user clicks the add new e-mail address hyperlink for the primary email address, a text field appears on the right side of the screen. The user should enter his/her e-mail address in this field.

Figure 37



Once the user enters a complete email address, configuration options appear under the email address on the right side of the screen. To access the configuration options for existing email addresses (listed on the left side of the screen), the user should click on the email address on the left.

Figure 38

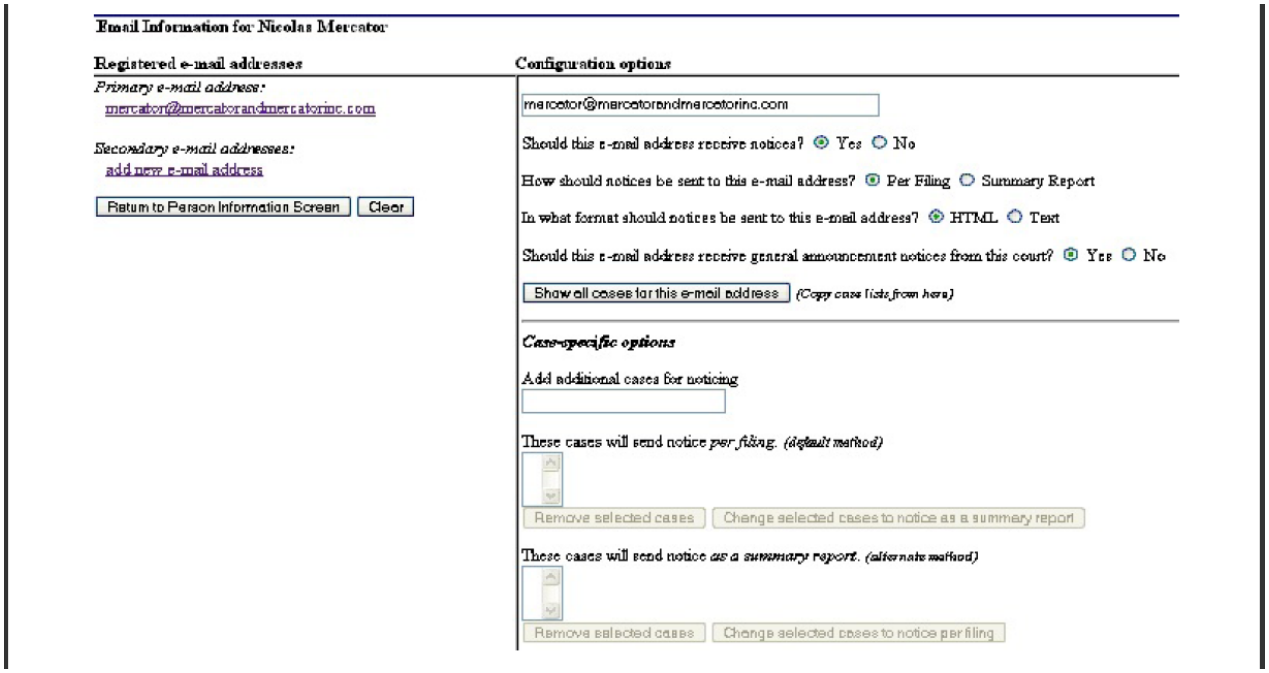


Figure 39

The following is an explanation for each option:

Should this e-mail address receive notices:	For the primary email the default is **Yes** and should always be Yes.
How should notices be sent to this e-mail address?	Sets the default delivery method for notices sent to this address. **Per Filing** sends an email for each individual NEF. **Summary Report** sends one daily summary email notice that lists all the filings for that day and will be sent the following day. The Summary Report setting is not recommended.
In what format should notices be sent to this e-mail address?	Controls the format of the emails—either **HTML** or **Text**.
Should this e-mail address receive general announcement notices from this court?	If **No**, the user will not receive general court announcement email message unless the court overrides the user's preference.
Show all cases for this e-mail address	Displays a list of all of the cases for which the user is configured to receive NEFs.

To add additional cases for which to receive NEFs, enter the case number(s) in the Add additional cases for noticing text field and then either click **Enter** or **Find This Case**. After selecting the appropriate case(s), click **Add case(s)**. This will add the case(s) to the list of cases in the default method of service list (the first list of cases). To move cases from the default method list to the alternate method list, the user should click the case number(s) in the primary list and then click the Change selected cases to notice as a summary report button (if summary noticing is the default method, then this button will be labeled Change selected cases to notice per filing). The cases will be moved to the alternate method list. To delete cases from the default method list or the alternate method list, select the case(s) and

then click the **Delete selected cases** button. In the screens below, only the bottom right portion of the Email Information screen is shown.

Figure 40

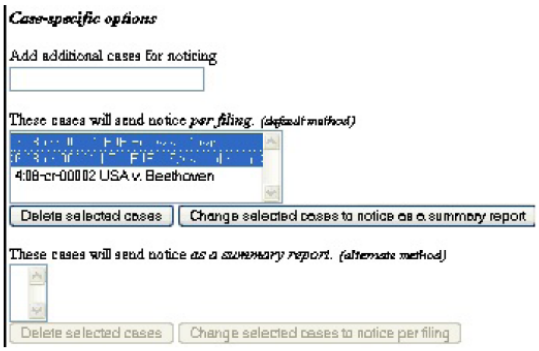
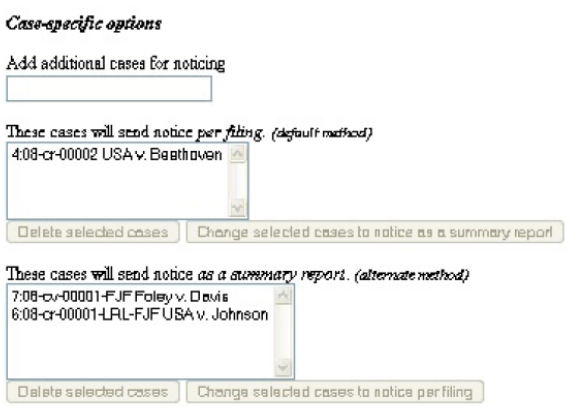


Figure 41



For secondary email addresses, the additional **Should this e-mail address receive notice for all cases in which this individual is a participant?** option appears in the Configuration Options section of the screen. The user can answer **Yes** or **No**. To remove an email address, the user should click on the address on the left side of the screen. This will cause the email address to display

in a text field on the right side of the screen, along with all the configuration options and case lists (if any) associated with the email address. The user should remove the email address from the text field. If the user wants to change the email address to a different one, the user should immediately type the new address in the text field. If the user clicks anywhere outside the text field while a complete email address is not in the text field, all of

the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.

After any changes on the email screen ensure you click the "Return to Person Information Screen" AND then you click the **Submit** button on the Person Information Screen**.**

Criminal Events Feature; Filing Documents for Criminal Cases

The procedures described for filing Civil Case documents in ECF apply also to Criminal Case documents.

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:

Step 1. Select **Civil** or **Criminal** from the blue menu bar at the top of your screen. **Note**: We have used a **Civil** Appeal as an example.

Step 2. Under **Other Filings** select **Appeal Documents.**

Figure 42

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

Step 4. Insert the case number.

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

case number.

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

Step 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.

Step 7A. Click on the **Browse]** button. It may be necessary to change the File of type from HTML Files to **Acrobat (*.pdf)** or **All files (*.*)**.

Step 7B. 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. 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.

Step 7C. Click on the **[Open]** button on the screen. ECF closes the File Upload screen and inserts the PDF file name into the Filename box. Ensure the highlighted file name appears in the **File name** field on the screen.

Step 7D. If there are no attachments to the document, click on **[Next]**.

Step 8. If appropriate, attach additional documents to the main document as outlined in the above sequence. Make sure to chose a category or add a full description of the attachment before hitting **[Next].**

Step 9. Select the filer.

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

Figure 43

Step 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

.

Step 12. Pay.gov Debit/Credit Card Payment
Enter your payment data as indicated on the Pay.gov screen.
- Select Option 1 (Bank Account) or Option 2 (Credit Card) Enter payment details as required on the Payment Screen.

Figure 44-A

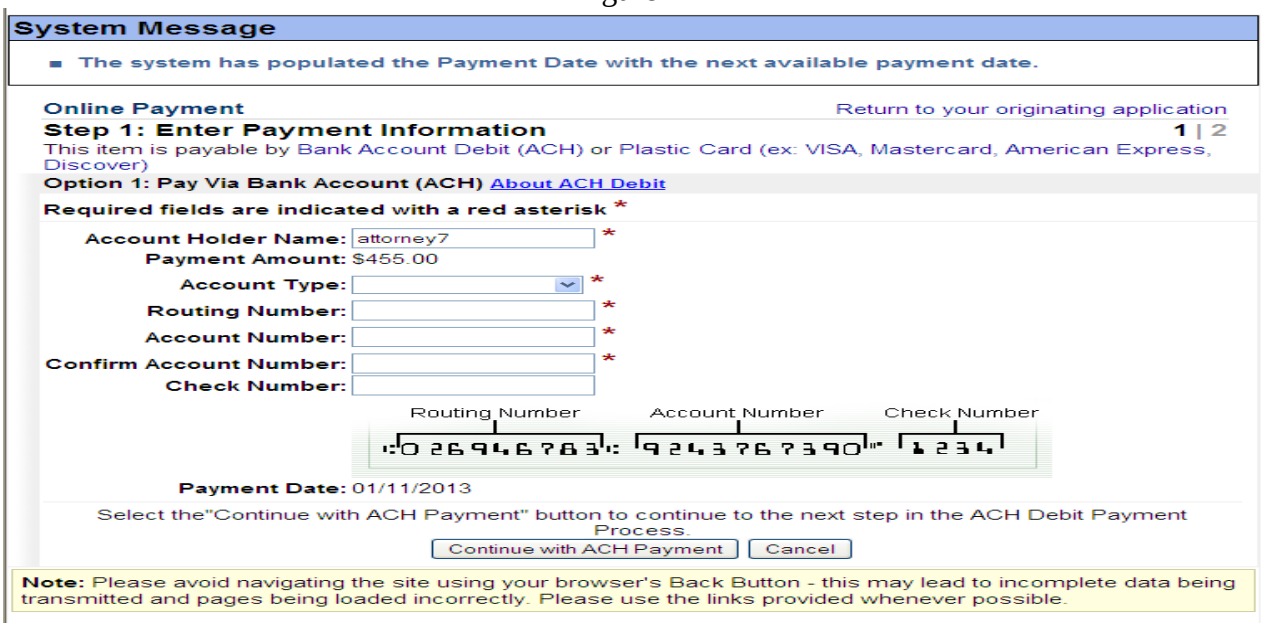
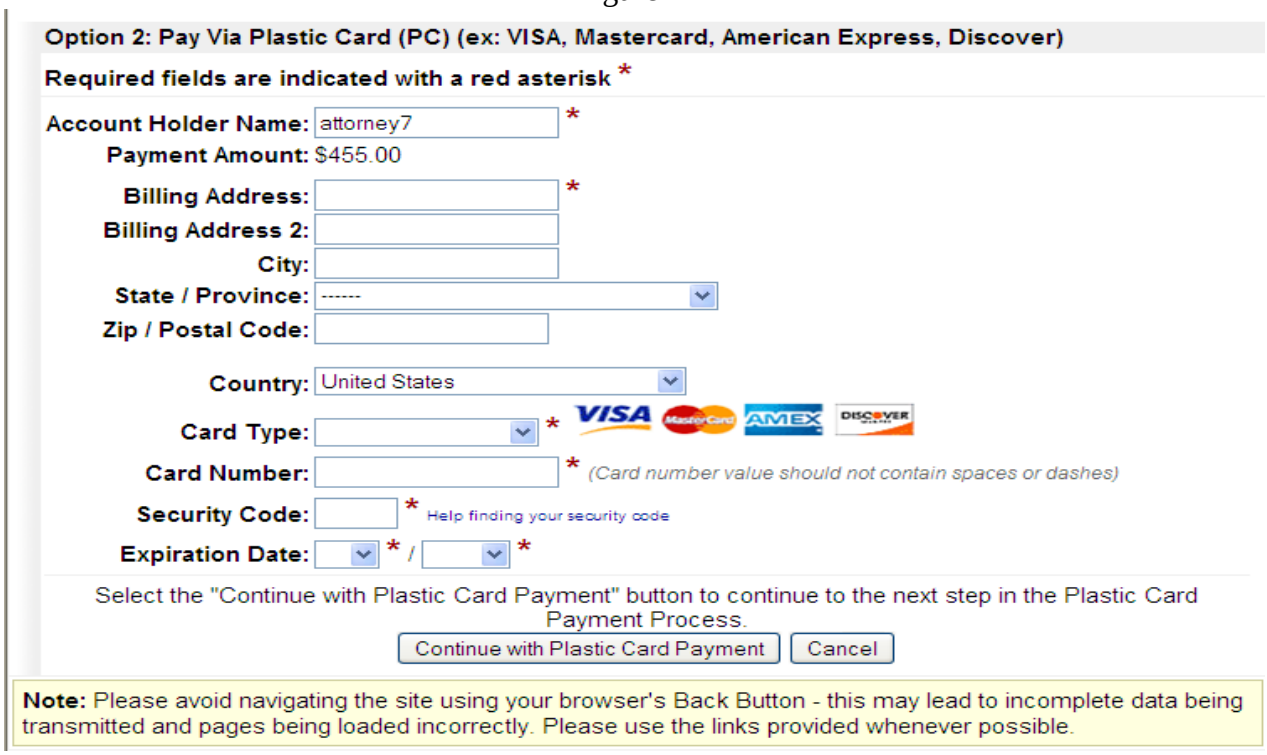


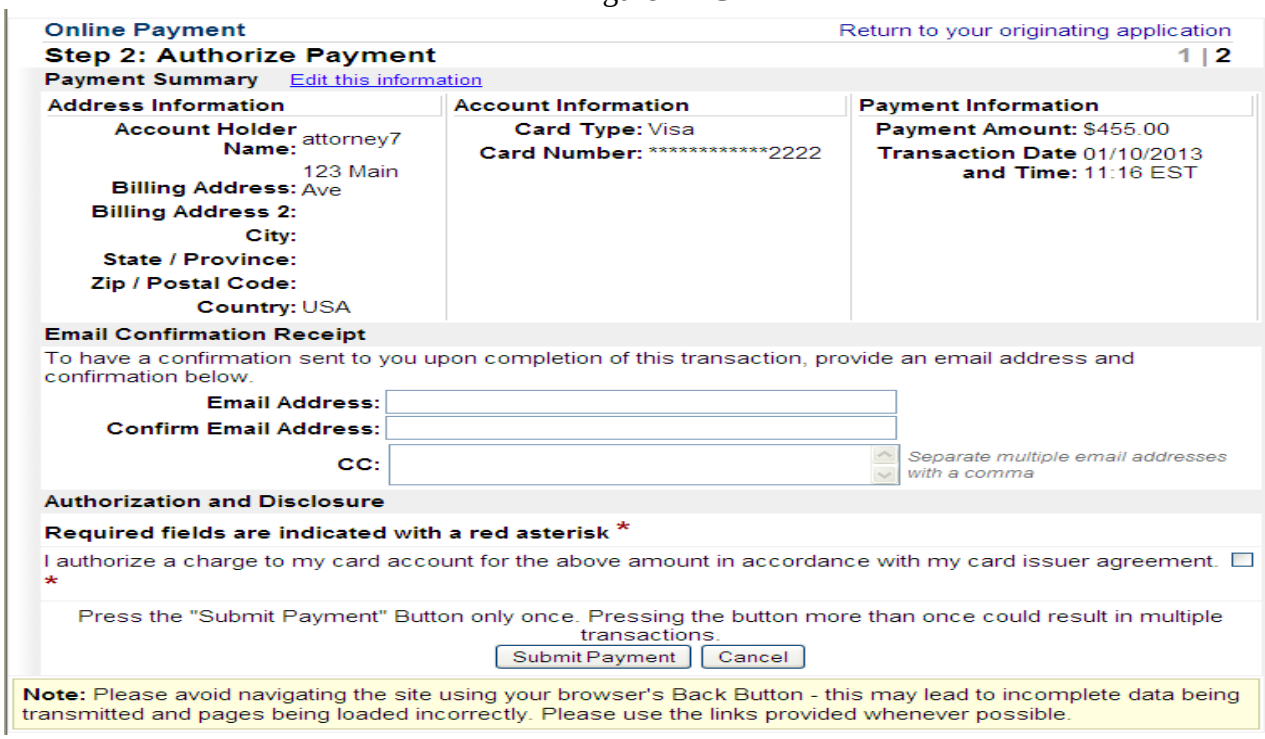
Figure 44-B



Step 13. Click the **[Continue with (ACH or Plastic Card) Payment]** button as appropriate.

Step 14. Review and Edit the Payment Summary as needed; add an email confirmation address; authorize the charge by checking the authorization box; Click **[Submit Payment]** button.

Figure 44-C



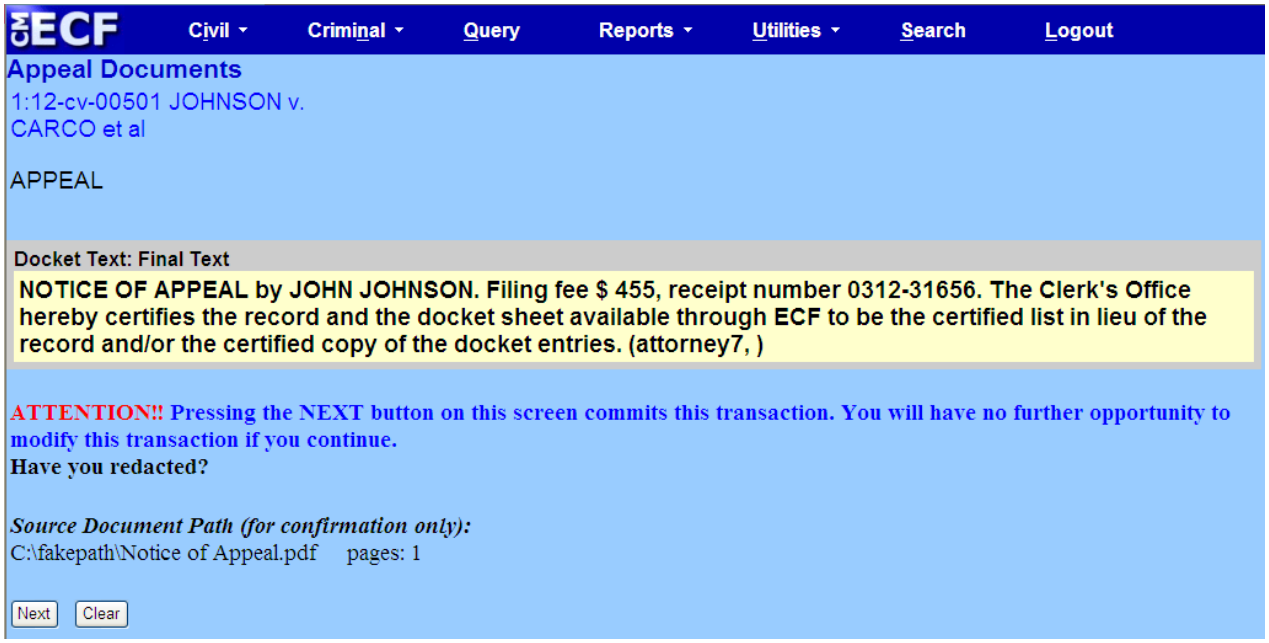
Step 15. An email receipt will be sent to the email address provided.

Step 16. **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.**

Step 17. Modify the docket text if necessary and click **[Next]**.

Step 18. 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.

Figure 45



Step 19. 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.

Step 20. 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:

- When an overpayment has been made by the filer;
  OR
- 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 to Court Electronic Records – PACER

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 and criminal cases. 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.

Retrieval of documents in social security cases is limited and may only be 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:

(1) the last four digits of the Social-Security number and tax-identification number;

(2) the last four digits of the financial account numbers;

(3) the minor's initials;

(4) the year of the individual's birth; and

(5) 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 file an un-redacted version of the document under seal, or 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 Procedure 11.

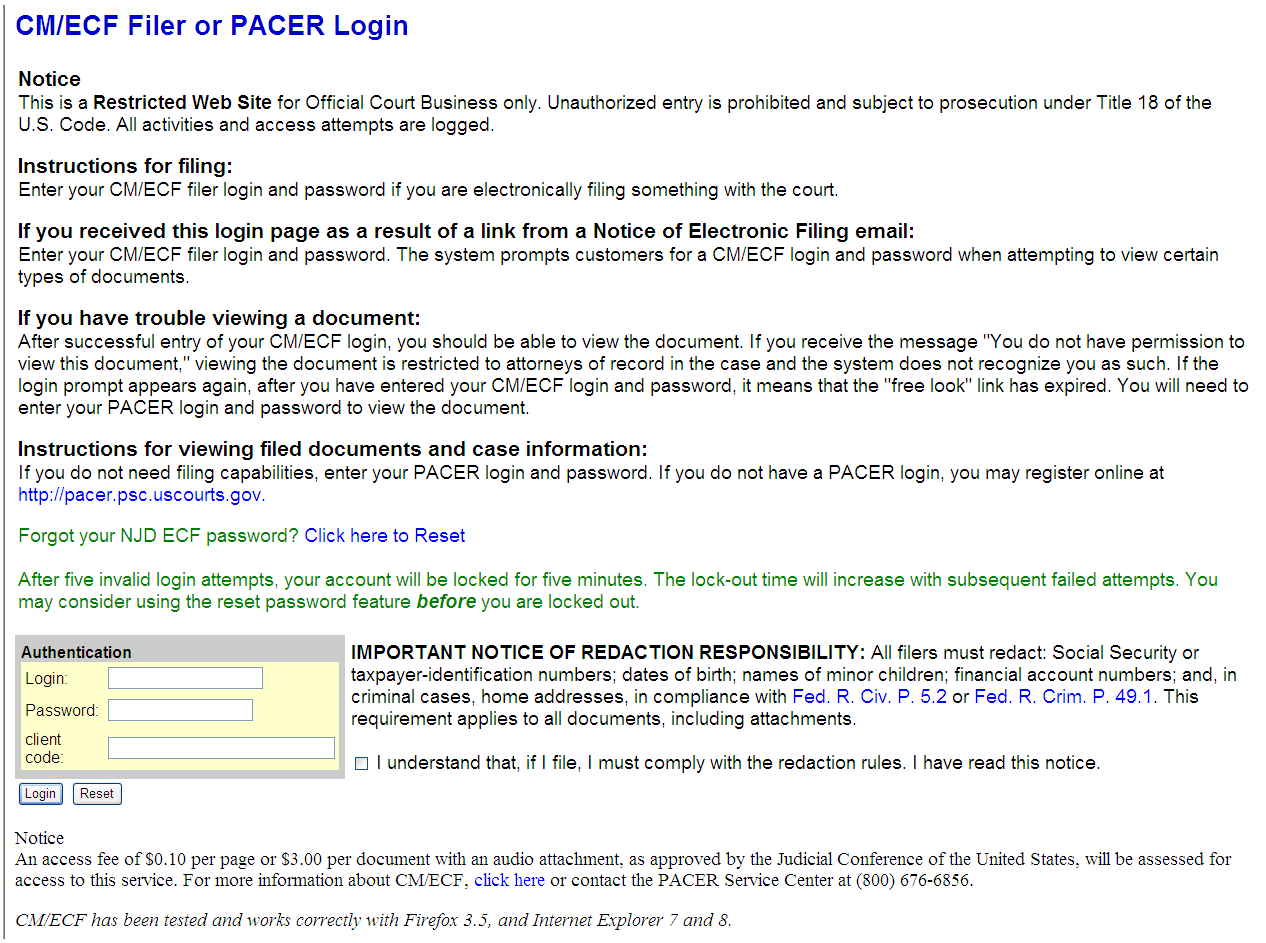
PACER Query Feature

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 46

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

Figure 47



CM/ECF Filer or PACER Login

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

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

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

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

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov.

Forgot your NJD ECF password? Click here to Reset

After five invalid login attempts, your account will be locked for five minutes. The lock-out time will increase with subsequent failed attempts. You may consider using the reset password feature ***before*** you are locked out.

Authentication
Login:
Password:
client code:

Login Reset

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

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

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

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

PACER: Selecting a Case to Query

After you enter your PACER login and password, ECF opens a menu screen with option for Query/Reports/Utilities as depicted in Figure 48.

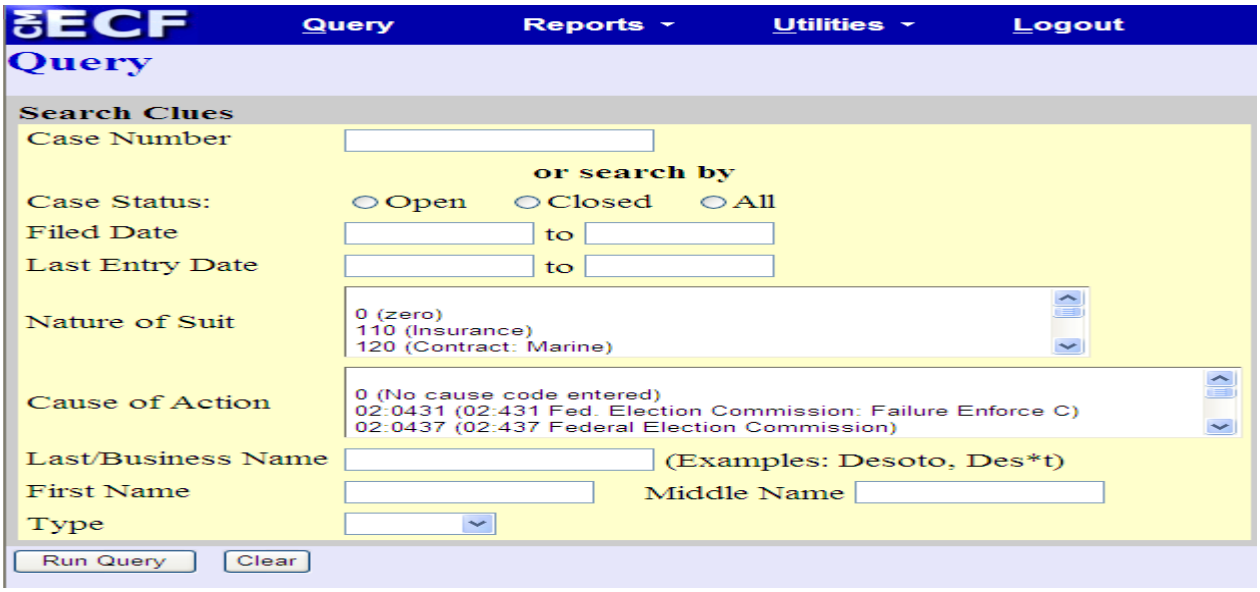
Figure 48

Queries:

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 (figure 49). Enter the last name or business

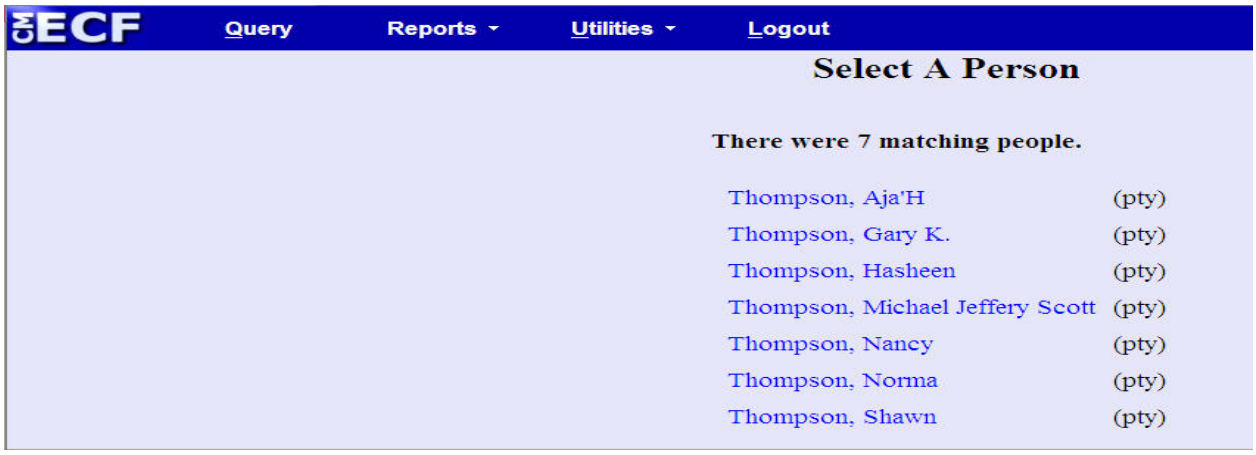
name of the party in the **Party Name** field and click (**Run Query**).

Figure 49



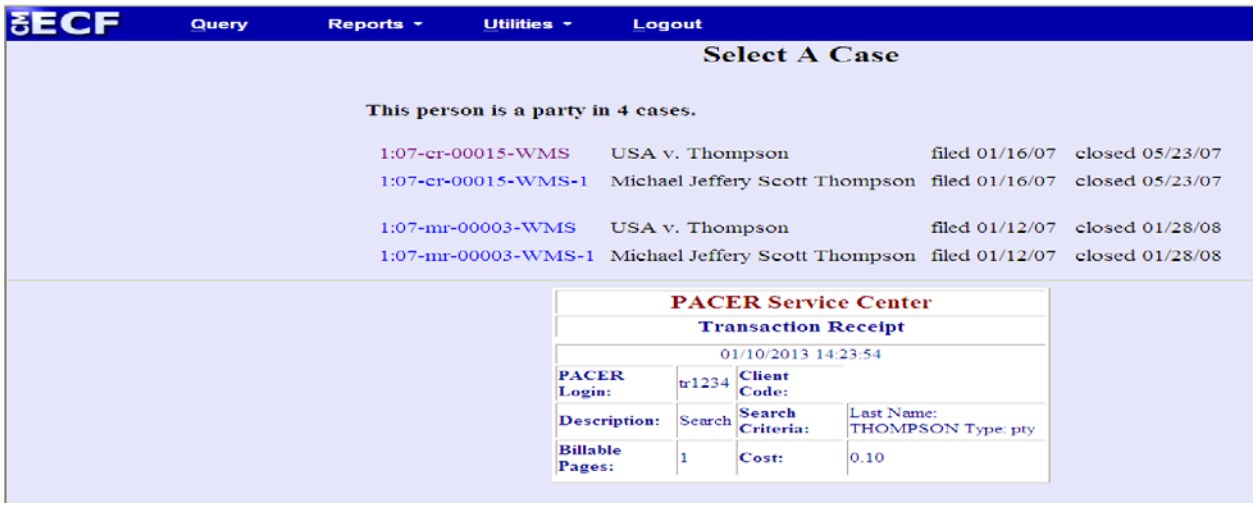
If more than one person with that name is in the database, PACER returns a screen from which to select the correct name.

Figure 50



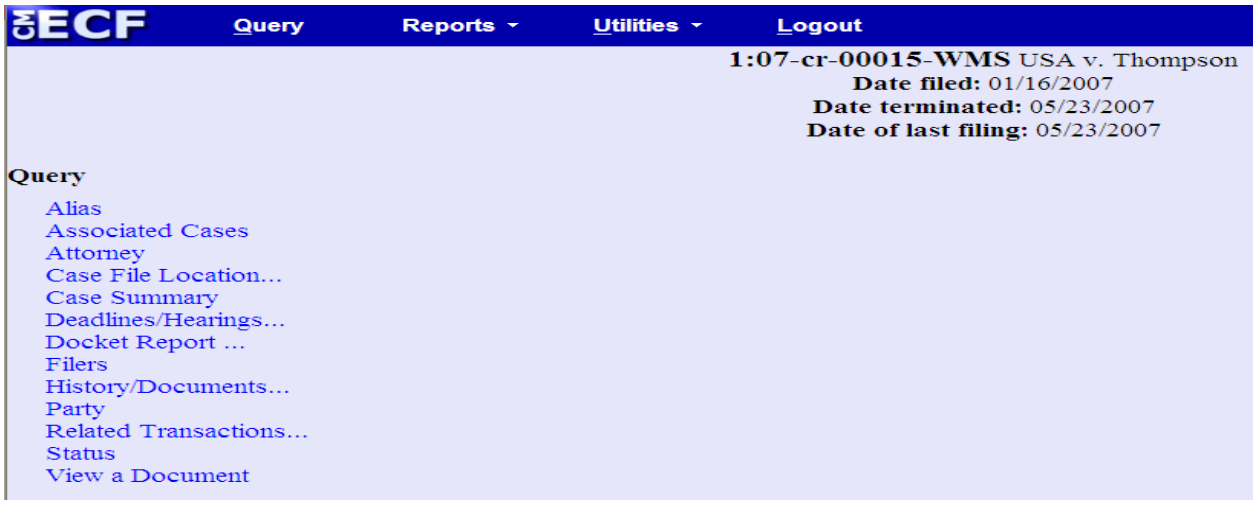
When there are multiple cases, a list of case number options will follow. Select a particular case by clicking on the case number.

Figure 51



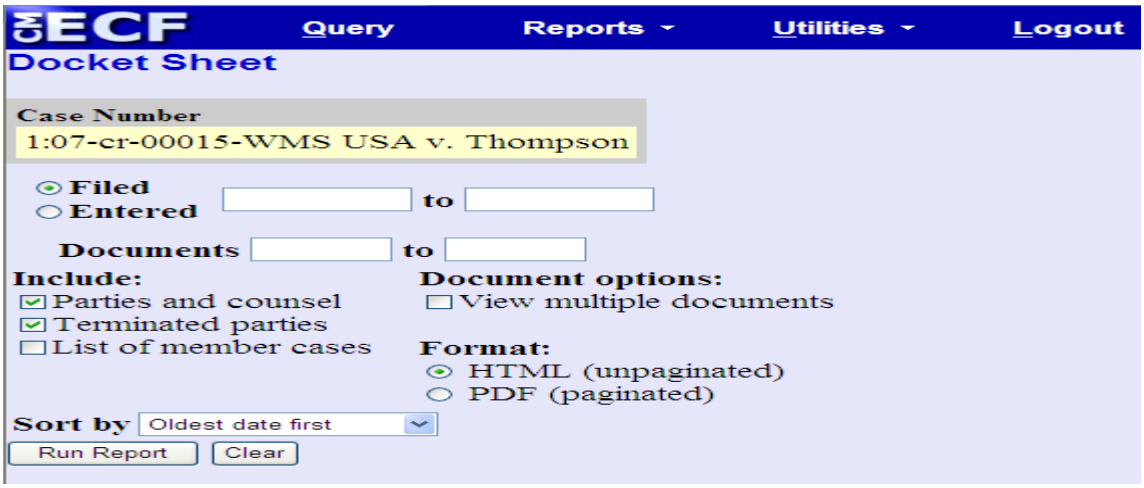
PACER will open a case specific summary screen.

Figure 52



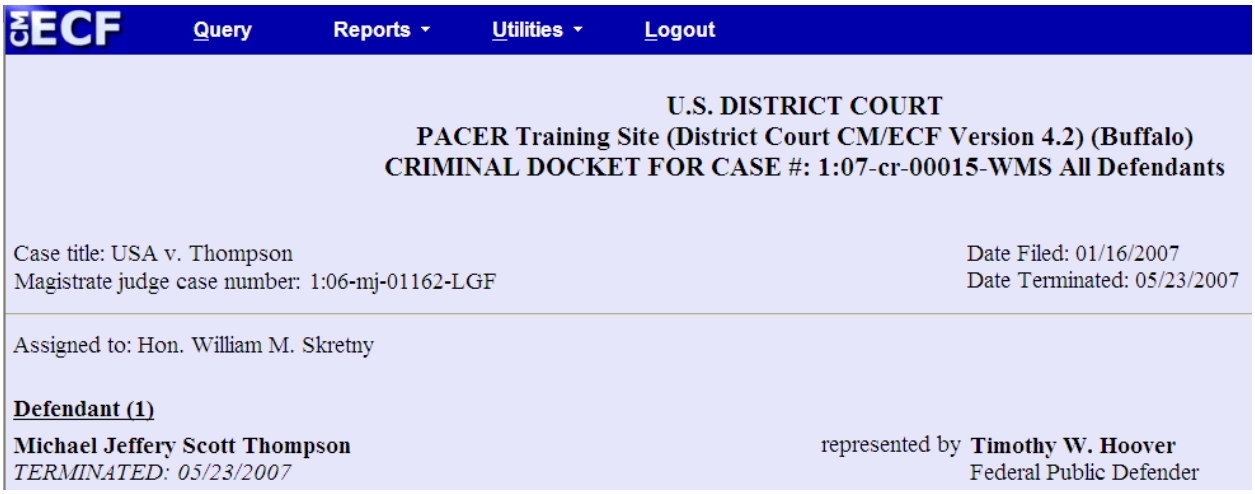
You may select from the Query Menu. If you choose to view a Docket Report, a filters page will enable you to tailor the report to your preference, including a date range, limited party selection, and the option for a PDF form of report. After you have selected the parameters for your report, click on the **[Run Report]** button.

Figure 53



PACER will run your custom docket report and display it in a window as depicted Figures 54A and 54B.

Figure 54-A



From the docket report, you may choose to view specific documents by clicking on the document number.

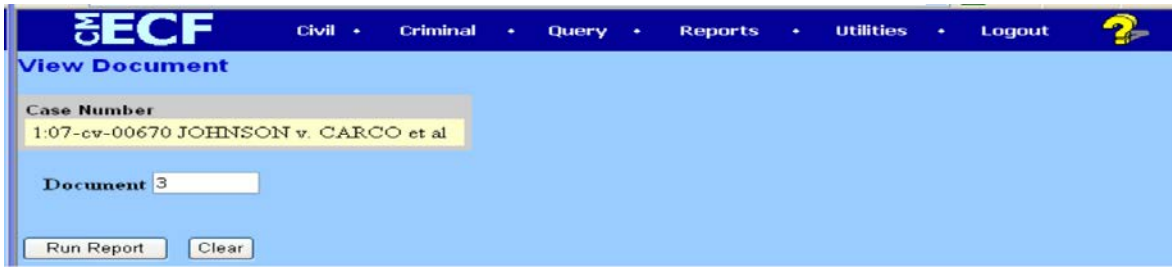
Figure 54-B

Date Filed	#	Docket Text
12/29/2006	1	COMPLAINT as to Michael Jeffery Scott Thompson (1). (LL,) [1:06-mj-01162-LGF] (Entered: 01/03/2007)
12/29/2006		Arrest of Michael Jeffery Scott Thompson (LL,) [1:06-mj-01162-LGF] (Entered: 01/03/2007)
12/29/2006	2	Minute Entry for proceedings held before Judge H. Kenneth Schroeder Jr.:Initial Appearance as to Michael Jeffery Scott Thompson held on 12/29/2006, Time Excluded as to Michael Jeffery Scott Thompson from: 12-29-06, Excludable(s) stopped 1-4-07 as to Michael Jeffery Scott Thompson. Detention Hearing set for 1/4/2007 10:30 AM before Hon. Leslie G. Foschio. (LL,) [1:06-mj-01162-LGF] (Entered: 01/03/2007)
01/04/2007	4	Minute Entry for proceedings held before Judge Leslie G. Foschio : Detention Hearing scheduled, but no held. Status Conference as to Michael Jeffery Scott Thompson held on 1/4/2007, Time Excluded as to Michael Jeffery Scott Thompson from: 1-3-07, Excludable(s) stopped 1-9-07 as to Michael Jeffery Scott Thompson. Detention Hearing reset for 1/9/2007 01:30 PM before Hon. Leslie G. Foschio. AUSA JP Kennedy, T. Hoover w/deft and USPOA P. Cerminara, III. (LL,) [1:06-mj-01162-LGF] (Entered: 01/04/2007)
01/08/2007	5	ORDER TO CONTINUE - Ends of Justice as to Michael Jeffery Scott Thompson Time excluded from 1/4/07 until 1/9/07. . Signed by Judge Leslie G. Foschio on 1/8/07. (LL,) [1:06-mj-01162-LGF] (Entered: 01/08/2007)

PACER: 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 and click on **Run Query**. When the Query Event window opens, click on [**View a Document**]. Verify you have selected the correct case. Insert the docket entry number for the pleading or document you wish to view. Click on **Run Report** (see Figure 55). Assuming the document is available, it may be downloaded at the standard PACER rate.

Figure 55



PACER: Reports Feature

The Reports feature of ECF provides the user with report options.

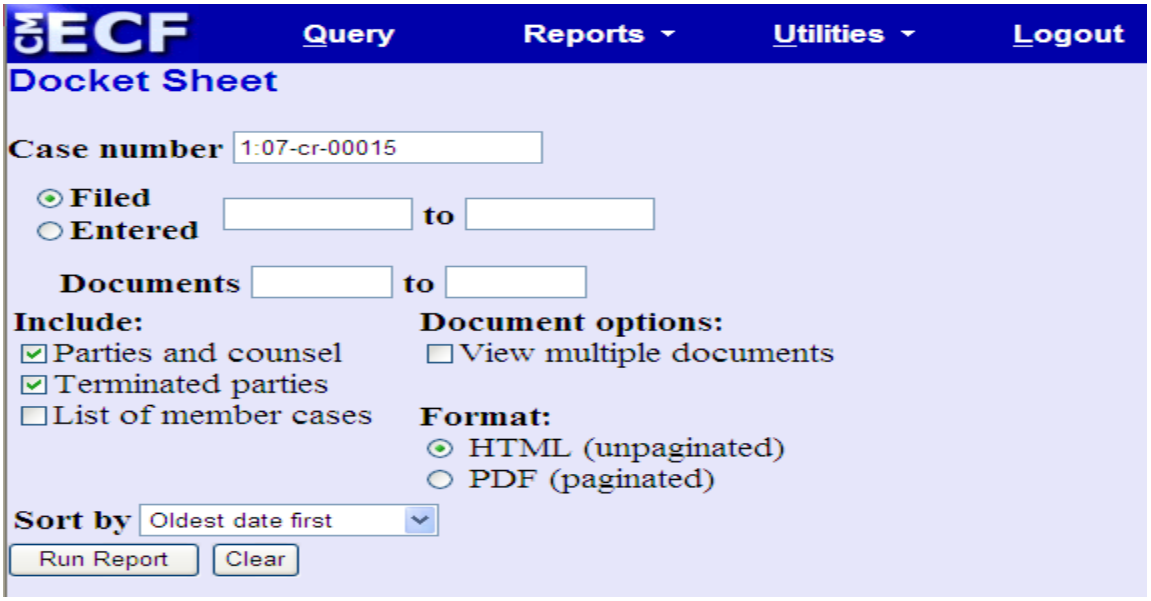
Figure 56

Docket Sheet Report

Click on the **Docket Sheet** hyperlink depicted in Figure 56 above.

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 **[Run Report]** button. PACER will display a **Case Selection Page;** click on the case number you wish to view, and otherwise follow the on-screen instructions as described previously.

Figure 57



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 58

CM ECF Civil Criminal Query Reports Utilities Search Logout

Transaction Log

Report Period: 11/01/2012 - 01/10/2013

Id	Date	Case Number	Text
31096	11/07/2012 10:42:09	3-03-cv-103	ANSWER to Counterclaim by LEE JUD. (attorney7,)
31103	11/07/2012 12:16:19	1:12-cv-112	Opened New CV Case 1:12-cv-112
31108	11/07/2012 12:39:00	3-03-cv-103	ANSWER to Counterclaim by Mary Jones. (attorney7,)
31290	11/20/2012 11:18:24	3-12-cv-1123	ANSWER to Complaint with JURY DEMAND , CROSSCLAIM against CARCO by AUTOMAKER. (attorney7,)
31298	11/20/2012 11:26:33	3-12-cv-1123	THIRD PARTY COMPLAINT against JOHN SMITH, filed by AUTOMAKER. (attorney7,)
31307	11/20/2012 11:36:19	3-12-cv-1123	MOTION for Summary Judgment by Defendant AUTOMAKER. (Attachments: # (1) Brief, # (2) Affidavit of Mary Jones, # (3) Exhibit A-F as to the affidavit of Mary Jones, # (4) Exhibit F-Z as to the affidavit of Mary Jones) (attorney7,)
31386	11/28/2012 16:19:27	2-12-cv-24	APPLICATION for Writ of anything by JOHN SMITH. (attorney7,)
31390	11/28/2012 16:25:08	2-12-cv-24	Letter from TEST PERSON. (attorney7,)
31391	11/28/2012 16:38:42	2-12-cv-24	Letter from TESTPERSON. (attorney7,)
31439	12/01/2012 11:25:02	3-03-cv-103	defendant amended ANSWER to Amended Complaint and jury demand by Mary Jones. (attorney7,)
31530	12/19/2012 15:28:18	1-33-av-1	COMPLAINT - Sam Smith v. John Jones . (Attachments: # (1) Brief) (attorney7,)
31531	12/19/2012 15:30:50	1-33-av-1	COMPLAINT - Smith v. Jones . (Attachments: # (1) Brief) (attorney7,)
31612	01/09/2013 13:53:40	1-12-cv-501	Amended MOTION to Compel discovery by Plaintiff JOHN JOHNSON. (Attachments: # (1) Text of Proposed Order) (attorney7,)
31616	01/09/2013 15:08:59	1-12-cv-501	AFFIDAVIT re [4] MOTION for Summary Judgment , [5] Amended MOTION to Compel discovery by JOHN JOHNSON. (attorney7,)
31653	01/10/2013 12:44:46	1-12-cv-501	NOTICE OF APPEAL by JOHN JOHNSON. Filing fee $ 455, receipt number 0312-31653. The Clerk's Office hereby certifies the record and the docket sheet available through ECF to be the certified list in lieu of the record and/or the certified copy

Total Number of Transactions: 15

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 59

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.