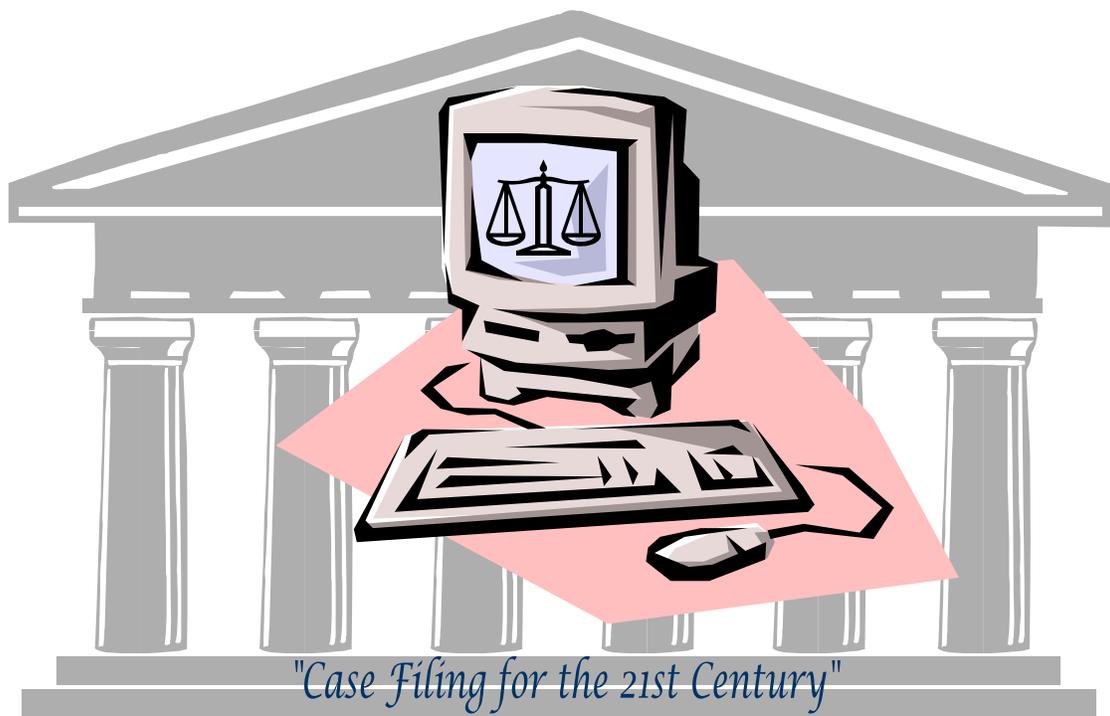




# Electronic Case Filing System (ECF)

<https://ecf.dcd.uscourts.gov>



# User's Manual

(Revision 4 - January 2003)

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# ELECTRONIC CASE FILES SYSTEM

## USER'S MANUAL

### GETTING STARTED

#### Introduction

This manual provides instructions for using the Electronic Case Filing (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of an ECF-compatible web browser and Adobe Acrobat for creating and reading Portable Document Files (PDF).

#### Help Desk

Call the Court's Operations Help Desk at (202) 354-3190 between the hours of 9:00 A.M. and 4:00 P.M., Monday through Friday, for telephone assistance in using ECF. If you experience technical difficulties, call the Court's Office of Information Technology at (202) 354-3210 and ask for telephone assistance with ECF technical problems such as computer requirements, Web-browser questions, scanner difficulties, authentication or timeout issues, etc.

#### ECF System Capabilities

Registered users with an ECF-compatible Web browser and access to the World Wide Web can use the District Court's ECF system to perform the following functions.

- Open the Court's web page
- View or download the most recent version of the ECF User's Manual
- Self-train on ECF using the ECF Tutorial, which is available on the District Court's ECF Website.
- Practice entering pleadings into ECF using a "training" system and database. The "training" ECF system is similar to the "live" ECF database
- Electronically file pleadings and documents in actual cases
- View official docket sheets and other documents associated with cases
- View various reports for cases that were filed electronically

### Requirements

#### Hardware and Software Requirements

The following hardware and software are needed to electronically file, view, and retrieve case documents in ECF.

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh
- An Internet service provider and Web browser. The Court has verified that its installed version of ECF is compatible with Netscape Navigator version 4.X and Microsoft's Internet Explorer version 5.5.

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**Note:** Users of ECF have experienced some compatibility issues with versions of Netscape Navigator lower than 4.6; America On-Line's version of Netscape Navigator; and versions of Internet Explorer other than IE 5.5.

- Adobe Acrobat software to convert documents from the format of their native application to portable document format (PDF).
- A scanner to convert paper documents to digital format for electronic transfer to the Court or to enter electronically into ECF. Use a scanner if you cannot electronically prepare your documents and convert them directly to PDF format.

**Note:** When scanning documents for ECF, scan at a resolution of **200 to 240 dpi**. Scanning at resolutions greater than 240 dpi tends to clutter the electronic transfer with unwanted markings and print. Also, higher resolutions result in larger file sizes that may impede document submittal.

### **PACER Registration**

ECF users must have a PACER account with the Court in order to use the **Query** and **Report** features of the ECF system. 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>.

### **Registering for Access to ECF**

Attorneys who require access to the Electronic Case Filing (ECF) system should telephone one of the following Court employees to request a registration form, to discuss their system requirements, and to learn of the court's training assistance. A copy of the registration form is included as an attachment to the ECF User's Manual.

#### **Operational Assistance**

<b>Joe Burgess</b> – Operations Analyst	<b>(202) 354-3172</b>
<b>Angela Caesar-Mobley</b> – Operations Manager	<b>(202) 354-3181</b>
<b>Greg Hughes</b> - Chief Deputy for Operations	<b>(202) 354-3191</b>

#### **Technical Assistance**

<b>Office of Information Technology Help Desk</b>	<b>(202) 354-3210</b>
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Applicants should return their completed registration form to the District Court Clerk's Office, 333 Constitution Ave. NW, Room 1225, Washington, DC 20001 where it will be processed by the Clerk's office. After processing the properly completed registration form, the Clerk's office will open a user account and contact you with your ECF system login and password.

Registered users can visit a training version of the system on the Internet at <https://ecf-train.dcd.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the "training" ECF database before filing documents in the "live" ECF database.

**Note:** The Clerk's Office will issue a separate login and password for the "training" ECF system when requested by registered ECF users.

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## PREPARATION

### Setting Up Adobe Acrobat PDF Reader

Users must install Adobe's Acrobat or Acrobat Reader in order to view documents that have been electronically filed with the Clerk's office. Users may need to install the full version of Adobe's Acrobat software to convert electronic files from their native application format to Portable Document Format (PDF). All new documents prepared for ECF cases must be converted to PDF before entering them into ECF or transmitting them to the Court. After installing these products, review and follow Adobe's directions for using Acrobat or Acrobat Reader.

### Portable Document Format (PDF)

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

#### 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 it 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 about within the document.
- Click on the *View* menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

#### Converting Electronic Documents to PDF Format

You must convert all of your documents from their native application to PDF format before submitting them to the Court through its Electronic Case Filing (ECF) system. The conversion process requires Adobe Acrobat or Word Perfect 9 word-processing application with its built-in PDF conversion capabilities.

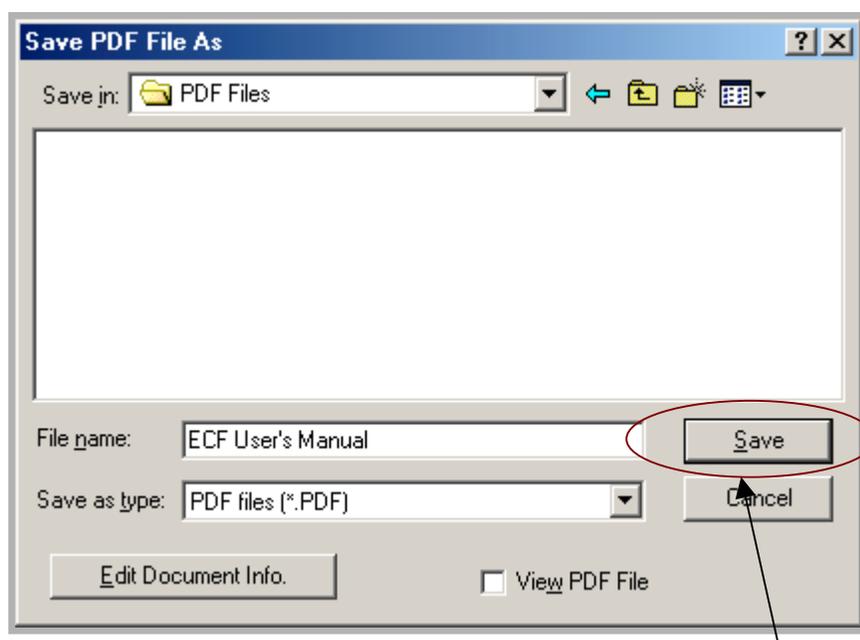
##### From Word Perfect Version 9

- Open the document in WP9.
- From the menu bar, click on **[File]** and from the drop-down menu select **[Publish to PDF]**.
- Save the file as a PDF file, giving it a .pdf extension.
- The file is now in Adobe PDF format under the newly designated name. The original document remains in WP9 format with its original file name.

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**For all other versions of WordPerfect, all versions of Microsoft Word, all Microsoft Office products, and other Adobe Acrobat-supported software applications**

- Install Adobe Acrobat on your computer
- Open the document you wish to convert.
- Select **[Print]** from the menu bar. Within the *Current Printer* field of the *Printer* window, select the option to change the selected printer. A drop down menu opens and a list of printer choices is displayed.
- **Select Adobe PDFWriter.**
- Click **[OK]** to “print” the file. Instead of the file printing to your printer, the following window opens.



- 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**

### **User Interactions**

Users normally interact with the Electronic Case Filing (ECF) system in three ways.

- Entering information in data fields
- Mouse-clicking on hyperlinks
- Selecting command buttons to direct system activities.

### **Conventions used in this Manual:**

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

- 
- Hyperlinks are displayed in **underlined boldface type**.
  - Command buttons appear in **[bracketed boldface type]**.

## **Incorrectly Filed Documents**

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

To request a correction, telephone one of the following members of Courthouse Operations for assistance.

<b>Joe Burgess</b> – Operations Analyst	<b>(202) 354-3172</b>
<b>Angela Caesar-Mobley</b> – Operations Manager	<b>(202) 354-3181</b>
<b>Greg Hughes</b> - Chief Deputy for Operations	<b>(202) 354-3191</b>

You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to make changes to the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

## **Viewing Transaction Log**

This feature, selected from the **Utilities** menu, 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, change your password immediately, then telephone the Clerk's office as soon as possible.

## **User's Manual**

You can view or download the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter <http://www.dcd.uscourts.gov> in your browser's location field and, when the Court's web page opens, click on the [Electronic Case Filing](#) hyperlink.

**Note:** The ECF User's Manual is best viewed using Version 5 of Adobe Acrobat Reader. The electronic version of the User's Manual contains bookmarks to help you navigate quickly from one section to another. This bookmarking feature can be viewed only with Acrobat Reader 5.0. Users can download a free copy of Acrobat Reader 5.0 from Adobe's website at <http://www.adobe.com>.

## ENTERING THE ECF SYSTEM

This section of the User's Manual provides instructions for entering the Electronic Case Filing (ECF) system. You may enter the system by going to the Web page for the District Court for the District of Columbia at <http://www.dcd.uscourts.gov> and clicking on the [Electronic Case Filing](#) hyperlink. See Figure 1.

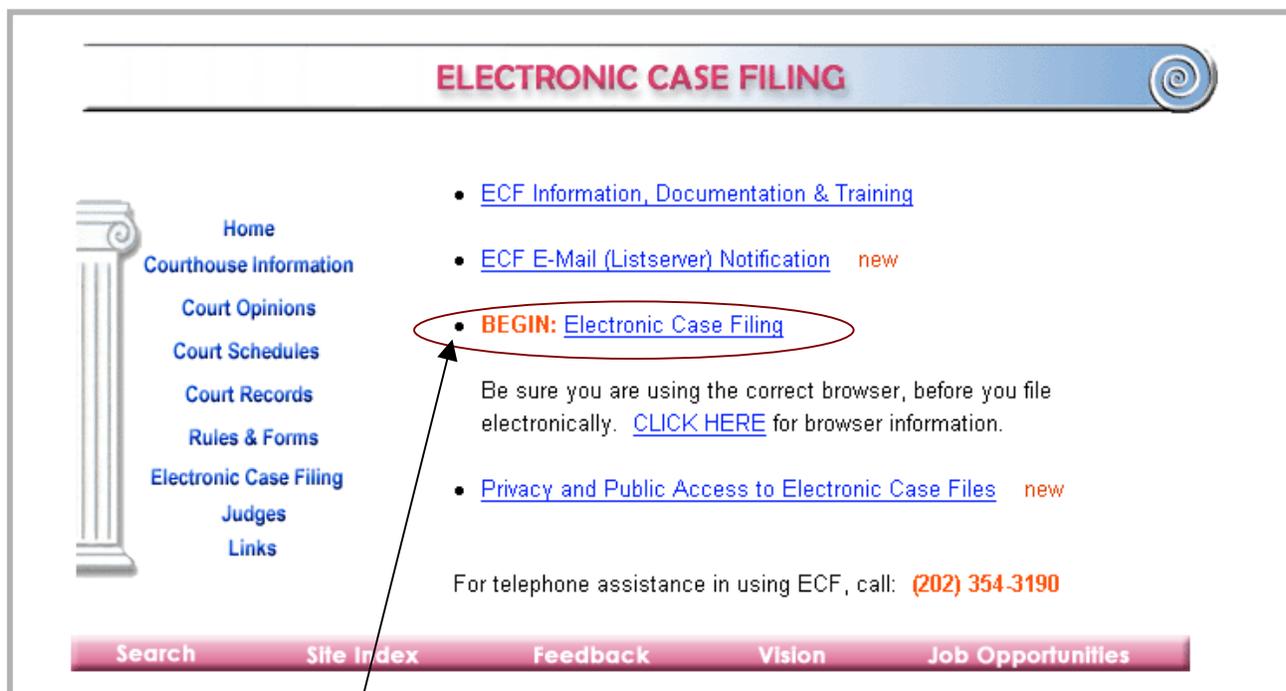
**Figure 1**



After clicking on the [Electronic Case Filing](#) hyperlink, a new screen opens providing the user with several choices for using ECF. See Figure 2. From the screen depicted in Figure 2, select **Begin: Electronic Case Filing** to enter the live ECF system.

**Note:** The screen depicted in Figure 2 also contains hyperlinks to the ECF Information, Documentation, and Training site. This site provides access to the ECF Tutorial, ECF User's Manual, ECF Training System, and other pertinent ECF information.

**Figure 2**



After you select **Begin: Electronic Case Filing**, the ECF *Welcome* screen appears as depicted in Figure 3.

Alternatively, registered users may enter the ECF system directly by typing the following URL into the location field of their ECF-compatible web browser.

<https://ecf.dcd.uscourts.gov>

This URL connects you directly to the District Court's ECF screen depicted in Figure 3. Point and click on the **Case Management/Electronic Case Filing System** hyperlink to open the login screen and login to ECF.

**Figure 3**



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## Logging In

Figure 4 depicts the login screen.

**Figure 4**

### ECF/PACER Login

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

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

As of November 15, 2002 an access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

**Authentication**

Login:

Password:

client code:

*CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x. and Internet Explorer*

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

**Note:** Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. 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. Beginning November 15, 2002, you will be charged a fee to view ECF case dockets and documents.

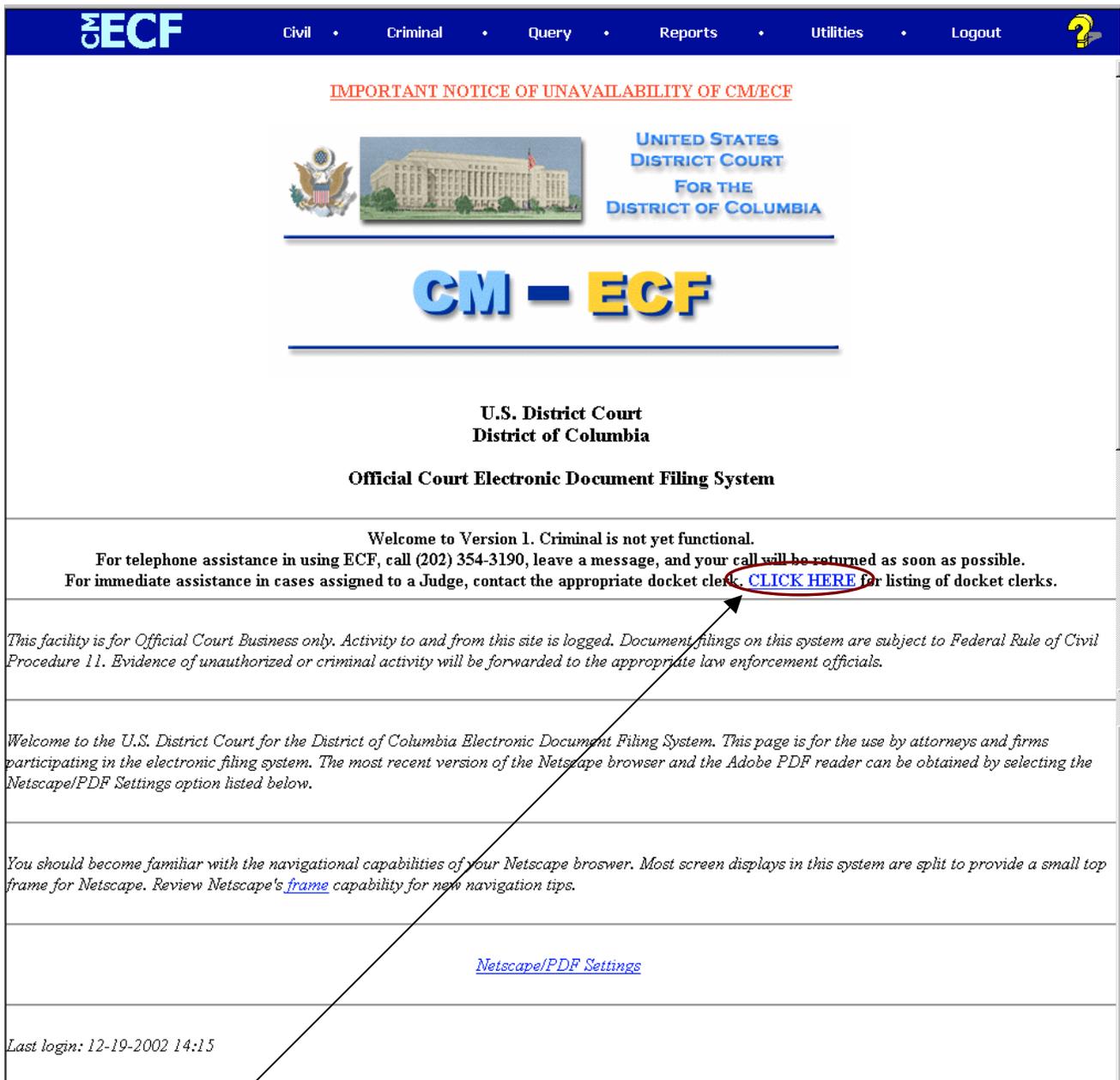
Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

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

**Login failed either your login name or key is incorrect.**

- Click on the browser [**Back**] button and re-enter your correct login and password.
- After ECF accepts your login and password, your monitor will display the Main ECF screen with a *Blue* functional selection menu bar at the top. See Figure 5.

**Figure 5**



Select the [CLICK HERE](#) hyperlink on this screen to retrieve a list of Docket Clerks that you may contact with specific docketing questions.

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**Note:** The date and time *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login. If you believe the date and time of your last login are not correct, or you suspect an unauthorized party is using your login and password, telephone the court's Help Desk with this information as soon as possible.

## 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 case pleadings, motions, and other court documents.
- Query** - **Query** ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You must login to **PACER** before you can query ECF.
- Reports** - Choose **Reports** to retrieve calendar events, cases-filed reports, and docket sheets. You must login to **PACER** before you can view an ECF report.
- Utilities** - View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout** - Provides the means to gracefully exit from ECF.

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## CIVIL EVENTS FEATURE

Registered filers will use the Civil Events feature of ECF to electronically self-file and docket with the Court a variety of pleadings, motions, and other documents for *civil* cases. See the list of ECF documents at the back of this manual. This section of the manual describes the basic steps that you need to take in order to file a single **Motion** with the Court. The process is consistent regardless of the event.

### General Rules and Manipulations

#### Manipulating the Screens

Each event screen 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 and display the next data-entry screen.

#### Correcting a mistake



Use the **[Back]** button on the Netscape 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.

#### Signatures

Documents bearing original signatures or notarial seals (e.g. affidavits, stipulations, etc.) are to be filed in electronic form. The filing of such a document by an attorney certifies that the original signed (and, if applicable, sealed) document is in the attorney's possession.

### Filing a Civil Complaint

Civil complaints shall be filed initially in hard copy or electronically saved to recordable electronic media. Present the Clerk's office with: *a) Civil Cover Sheet (JS-44c) b) copy of the complaint, and c) payment for your \$150.00 filing fee in the form of a check or money order.* The Clerk's office will open your case in ECF, notify you by telephone that your case is open, and inform you that you should electronically file your complaint in PDF format.

**Note:** You must electronically submit your complaint within 24 hours of filing it at the Clerk's office. You may provide the Court with a floppy disc or other portable storage media containing your document in PDF format or attach the document as a PDF file to an EMail to the Court at [dcd\\_cmecf@dcd.uscourts.gov](mailto:dcd_cmecf@dcd.uscourts.gov).

#### Filing Documents for Civil Cases

There are eight basic steps for filing a civil pleading in ECF.

- 1) Select the type of Civil Event to file (i.e. specific motion, injunction, order, etc.)
- 2) Locate the case for which the pleading is being filed
- 3) Designate the parties for whom the pleading is being filed.
- 4) Specify the PDF document to file
- 5) Add attachments, if any, to the document being filed
- 6) Modify docket text as necessary
- 7) Submit the pleading to ECF
- 8) Receive notification of docketing

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



**1. Select the type of Civil Event that is being filed.**

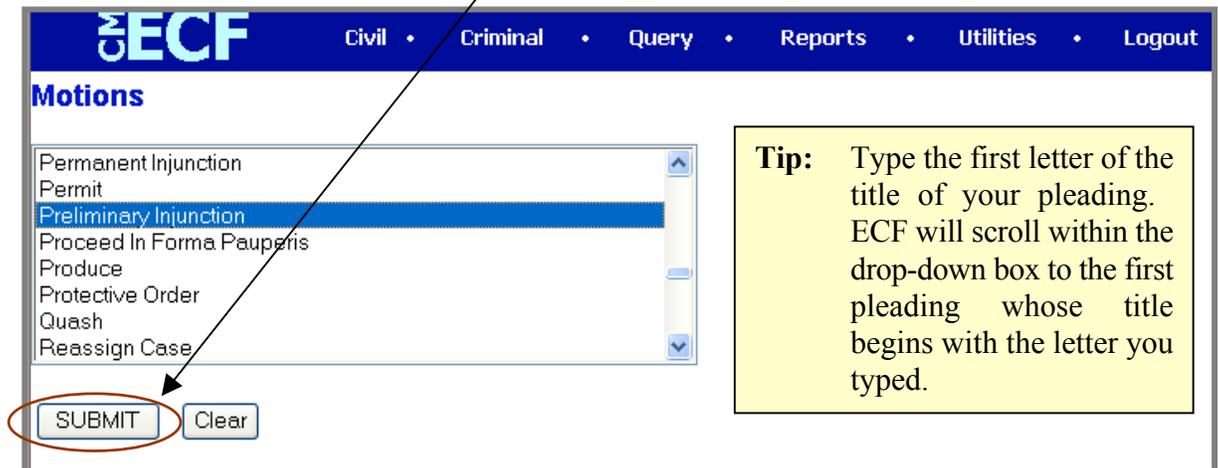
- Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. See Figure 6. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.
- Click on **Motions** under **Motions and Related Filings**

**Figure 6**



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. See Figure 7. Scroll through the menu until you find the type of motion or application you wish to file. For demonstration purposes, highlight **Preliminary Injunction** and click on the [SUBMIT] button.

**Figure 7**



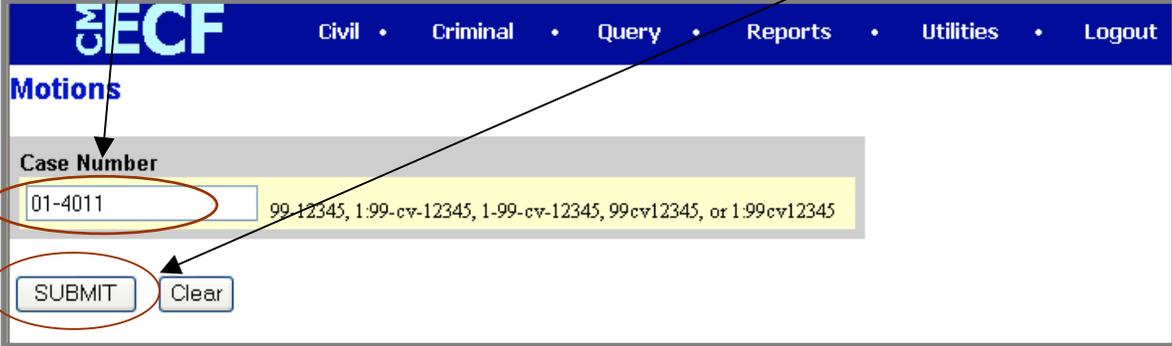
**Tip:** Type the first letter of the title of your pleading. ECF will scroll within the drop-down box to the first pleading whose title begins with the letter you typed.

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

## 2. Locate the Case for Which the Pleading is Being Filed

A new **Motions** screen (Figure 8) opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on the **[SUBMIT]** button.

**Figure 8**



The screenshot shows the ECF Motions screen. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the word "Motions" is displayed. A "Case Number" field is highlighted in yellow and contains the text "01-4011". To the right of the field, there is a list of case number formats: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the field are two buttons: "SUBMIT" and "Clear".

**Note:** ECF defaults to the last case from which you worked. *Ensure the proper case number is entered in this field to avoid filing your pleading to the wrong case.*

- If you submit a case number that is formatted incorrectly, ECF will prompt an error message advising you of the correct format for entering the case number.
- Click **[OK]** to acknowledge and close the error message. Click the **[Clear]** button on the **Motions** screen and re-enter the case number in the correct format.
- Click on the **[SUBMIT]** button.

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

ECF refreshes the **Motions** screen with a list of parties to the complaint. See Figure 9.

**Figure 9**



The screenshot shows the ECF Motions screen after refreshing. The navigation bar is the same. Below the "Motions" header, the case number "1-01-04011" and the case name "DE'MITRIA RICE v. ARLENE ACKERMAN et al" are displayed. Below this, the text "Select the filer." is shown. Underneath, there is a section titled "Select the Party:" with a list of parties. The parties listed are: ALICIA RICE, [Plaintiff] (T); ARLENE ACKERMAN, [Defendant]; DE'MITRIA RICE, [Plaintiff] (highlighted); DISTRICT OF COLUMBIA, [Defendant]; Johnson, Walter [3ddf]; SMUTZ, JIMMY CLINTON [3ddf]; THAYER/PATRICOF EDUCATION HOLDINGS, L.L.C., [3ddf]. To the right of the list is a link "Add/Create New Party". Below the list, there is a note "(T) indicates a terminated party". At the bottom, there are "SUBMIT" and "Clear" buttons.

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 control key while pointing and clicking on each party of the group

**Note:** If the list depicted in Figure 9 does not display the party or parties you represent, contact the Clerk's office with your party's information. Only Court personnel with pre-approved ECF security permissions can add or create new parties to a case. If you click on the **Add/Create New Party** hyperlink in the screen above, ECF returns an error message advising you of this restriction.

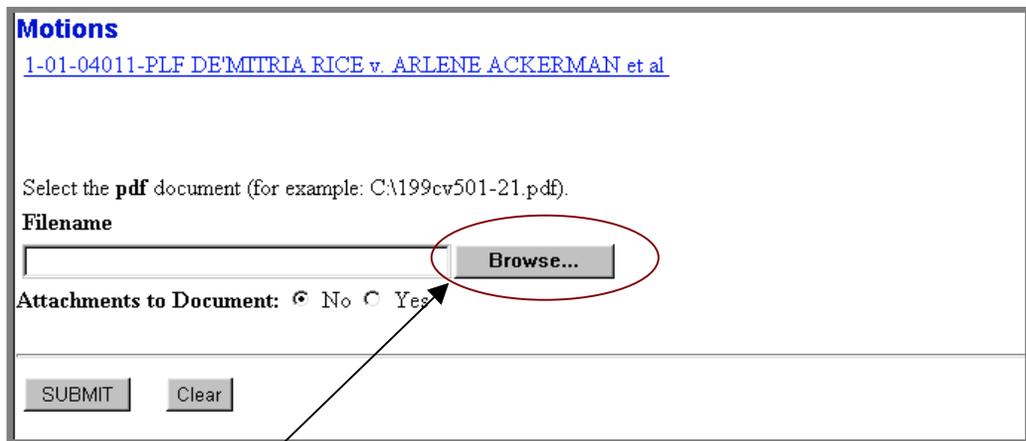
After highlighting the parties to the motion, click on the [SUBMIT] button.

#### 4. Specify the PDF Document to File

ECF accepts the party or parties you selected and refreshes the screen to display a new **Motions** screen depicted in Figure 10. ECF displays a field for locating and entering the PDF file of the document (pleading) you are filing in ECF.

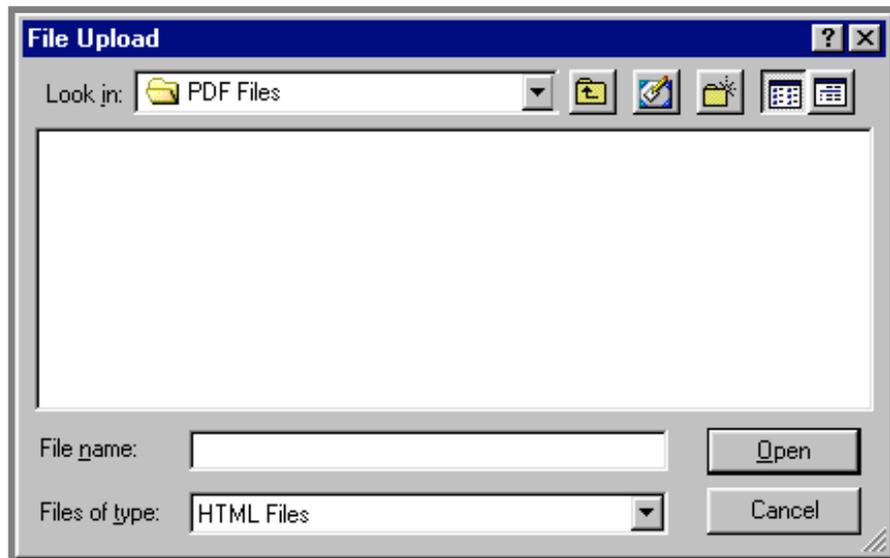
**Note:** It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

**Figure 10**



The screenshot shows the 'Motions' screen in the ECF system. At the top, it displays the case name: '1-01-04011-PLF DEMITRIA RICE v. ARLENE ACKERMAN et al'. Below this, there is a prompt: 'Select the pdf document (for example: CA199cv501-21.pdf)'. A 'Filename' input field is present, followed by a 'Browse...' button which is circled in red. Below the input field, there are radio buttons for 'Attachments to Document: No' (selected) and 'Yes'. At the bottom of the form, there are 'SUBMIT' and 'Clear' buttons. An arrow points from the 'Browse...' button to the next figure.

- Click on the [Browse] button. ECF opens the screen depicted below.



- Change the **Files of type** from:

Files of type: HTML Files

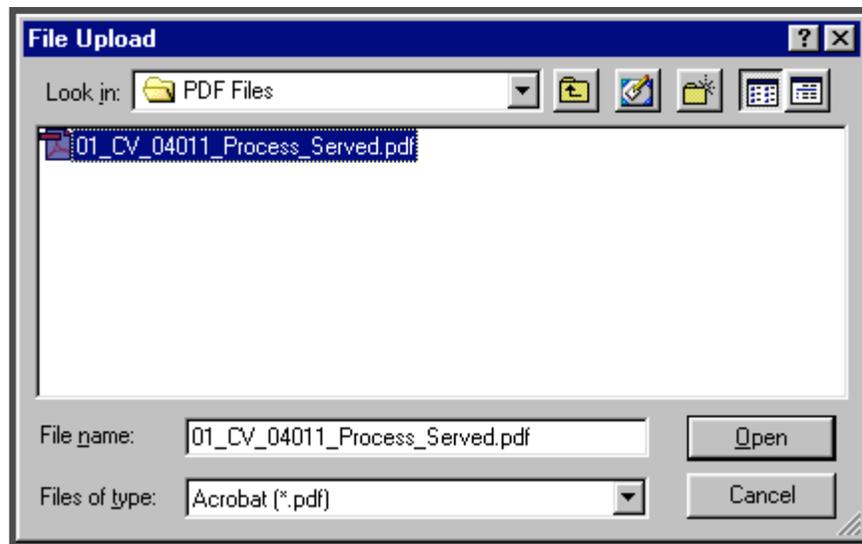
to:

Files of type: Acrobat (\*.pdf)

- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF. See Figure 11A.

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

**Figure 11A**



**Note:** Ensure that the highlighted file name appears in the **File name** field as depicted in Figure 11A. The Court suggests you choose a name for the document file that indicates the case number and title of the pleading.

- Click on the **[Open]** button from the screen depicted in Figure 11. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen depicted in Figure 11B on Page 16.

**Figure 11B**

The screenshot shows a web interface titled "Motions" with a case name "1-01-04011-PLF DE'MITRIA RICE v. ARLENE ACKERMAN et al". Below the case name, there is a text prompt: "Select the pdf document (for example: C:\199cv501-21.pdf)". A "Filename" field contains the text "C:\My Documents\PDF Files\01\_CV\_040" and a "Browse..." button is to its right. Below the filename field, there is a label "Attachments to Document:" followed by radio buttons for "No" (selected) and "Yes". At the bottom of the form, there are two buttons: "SUBMIT" and "Clear". Red circles highlight the "SUBMIT" button and the "Browse..." button.

- If there are no attachments to the motion, click on [SUBMIT].
- A new **Motions** window opens as depicted in Figure 14 on page 19. Go to Section 7, “**Refining Docket Text**”, to proceed with your filing.
- If you have Attachments to your motion, you will select [Yes] on the screen depicted in Figure 11B. Click on [SUBMIT] and proceed to the first step in Section 6, “**Adding Attachments to Documents Being Filed**”.

In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the [Submit] button.

The screenshot shows the same "Motions" interface as Figure 11B, but with an error message displayed: "ERROR: Document is not a well-formed PDF document (no further information is available)". A "Back" button is located at the bottom left. Red circles highlight the error message and the "Back" button. Arrows point from the error message to the "Back" button and from the "Back" button to the error message.

- ECF will not permit you to select a file for your pleading that is not in PDF format.
- Click on the [Back] button and ECF will return to the **Motions** screen depicted in Figure 11A. Select and highlight the PDF file of your pleading and proceed as before.

---

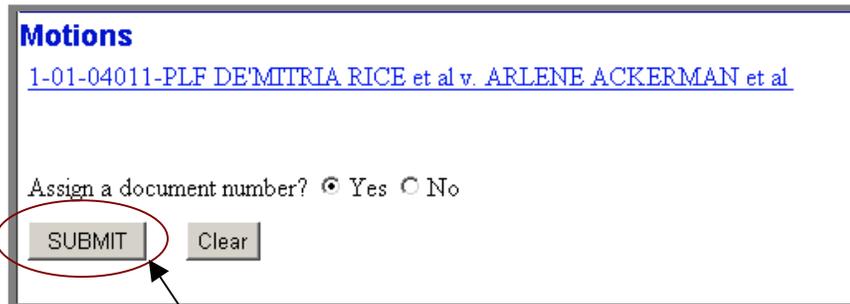
## Failure to Select A Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted in Figure 12.

**Figure 12**



- Use the **[Back]** button on the Netscape toolbar to return to the screen depicted in Figure 11. Enter the PDF file name for the document you are filing. If you click **[OK]** from the screen depicted in Figure 12 (instead of going back to the screen in Figure 11), ECF opens the following window.



- Click on the **[SUBMIT]** button from this screen and ECF opens the screen depicted in Step 6, Figure 14. If you proceed, ECF will file your pleading without a document. As before, you can avoid this by using the **[Back]** button on the Netscape toolbar to return to the screen depicted in Figure 11 and attach a PDF file of the pleading document.

**Note:** If you answered **Yes** and clicked **[SUBMIT]** from the screen above, ECF will assign a document number which will appear on subsequent docket sheets for the case. However, the number will not be hyperlinked to a document since none was selected for the pleading. If you answered **No** and clicked **[SUBMIT]** from the screen above, ECF will file your pleading without assigning a document number. The pleading will appear on the case docket sheet without a document number assigned to it.

At any point during your filing, you may click on the Netscape **[Back]** button to return to the screen in Figure 11. Identify a PDF document and proceed with the filing.

## 5. Adding Attachments to Documents being Filed

If you acknowledged the need to attach documents to your motion during the previous step, a new **Motions** screen appears as depicted in Figure 13.

**Figure 13**

The screenshot shows a web interface for adding attachments to a motion. At the top, it says "Motions" and provides a case link: "1-01-04011-PLF DEMITRIA RICE et al v. ARLENE ACKERMAN et al". Below this, it instructs the user to "Select one or more attachments." and provides step 1: "1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)". There is a "Filename" label above a text input field and a "Browse..." button. Step 2 says "2) At your option, select a document type and/or enter a description." and shows a "Type" dropdown menu and a "Description" text input field. Step 3 says "3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button." Below the instructions is a list box, an "Add to List" button, a "Remove from List" button, and a "Next" button.

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

- Next to the field for Attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on **[Add to List]**.

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

This screenshot is similar to Figure 13 but shows the state after some actions. The "Filename" field now contains "C:\My Documents\reclassify\_guidelin" and is circled in red. The "Type" dropdown menu is open, showing "Appendix" selected, and is also circled in red. The "List" box now contains "C:\My Documents\reclassify\_guideline\_wo\_summons.pdf" and is circled in red. The "Add to List" and "Remove from List" buttons are visible next to the list box.

- Repeat the sequence for each additional attachment.
- After adding all of the desired PDF documents as attachments, click on **[Next]**.

The previous screen closes and ECF opens a new **Motions** window as depicted in Figure 14 on Page 19.

### **Filing Attachments and Exhibits That Originate From Paper Documents**

The Court requires you to file all ECF documents, including attachments and exhibits, in electronic format. If an attachment or exhibit is in paper format, electronically scan and convert it to a PDF file. Attach the PDF file of your exhibit or attachment to the

pleading as described in Step 5. However, *if* the document is more than 500 pages long, you may submit it in paper format.

To submit the document in paper format, prepare a one-page *PDF* document titled **Notice Regarding Exhibit Attachment**. (A sample format is included as an attachment to the user's manual.) Attach the PDF Notice to your pleading as described in Step 6. Include a notation in the docket text that attachments or exhibits are being held in the Clerk's office in paper format. If you file attachments and exhibits in paper format, you *must provide an original for the Clerk's Office, a copy for the Judge and a copy served on all parties in the case.*

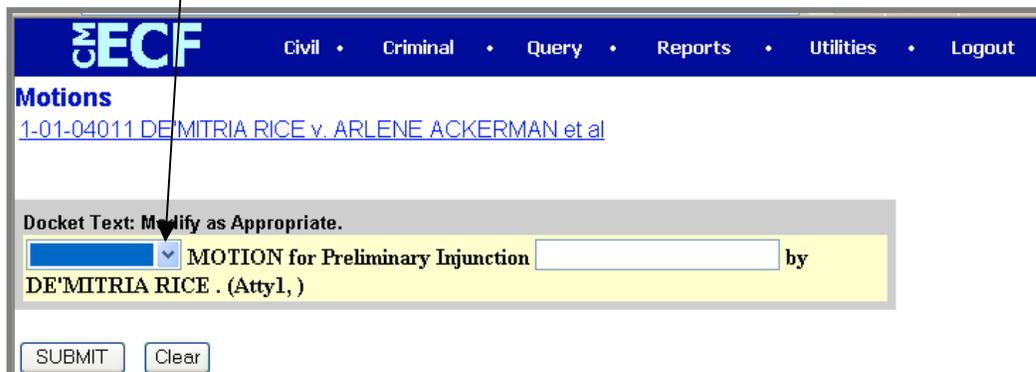
**Note:** Sealed documents cannot be filed electronically. If you wish to electronically file a pleading that contains one or more sealed exhibits or attachments, prepare a one-page **Notice Regarding Exhibit Attachment** that informs the Court that the documents are sealed. Convert the notice to *PDF* and attach it to your pleading as described in Step 5. Bring the original sealed document to the Clerk's Office and file it under seal.

## 6. Refining Docket Text

From the screen depicted in Figures 14 and 15, enter the filing text that you wish to appear on the docket sheet.

- Click on the button in Figure 14 to open a modifier pull-down list. You may select one of the words in the pull-down list or leave the field blank.

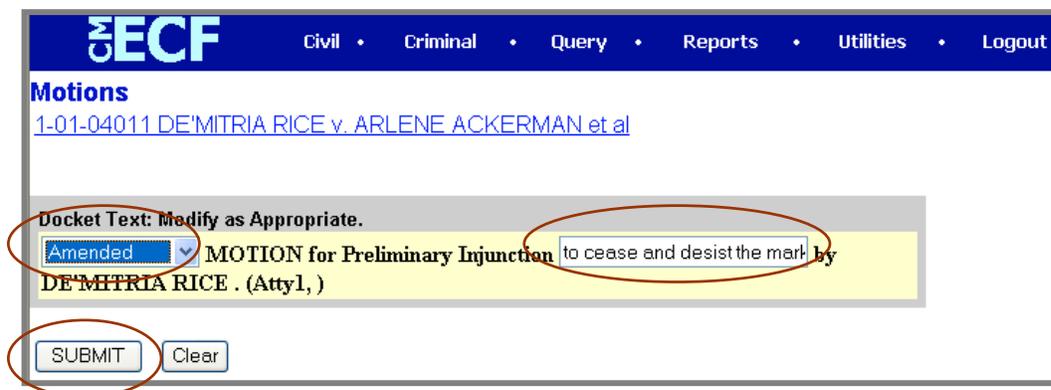
**Figure 14**



The screenshot shows the ECF Motions page for case 1-01-04011 DE'MITRIA RICE v. ARLENE ACKERMAN et al. The 'Docket Text' field is highlighted in yellow and contains the text 'Modify as Appropriate.' followed by a pull-down menu. The menu is open, showing a list of options. The selected option is 'MOTION for Preliminary Injunction'. Below the menu is a text input field containing 'DE'MITRIA RICE . (Atty1, )'. There are 'SUBMIT' and 'Clear' buttons at the bottom of the form.

- Click on the field by the party's name, and type a description of the pleading that will appear in the docket report. Refer to Figure 15.

**Figure 15**

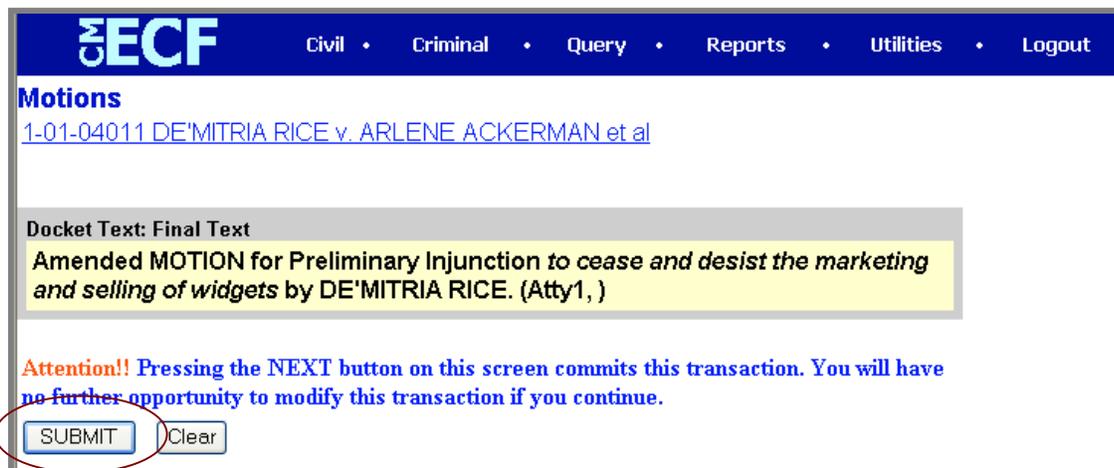


The screenshot shows the ECF Motions page for case 1-01-04011 DE'MITRIA RICE v. ARLENE ACKERMAN et al. The 'Docket Text' field is highlighted in yellow and contains the text 'Modify as Appropriate.' followed by a pull-down menu. The menu is open, showing a list of options. The selected option is 'Amended'. Below the menu is a text input field containing 'MOTION for Preliminary Injunction to cease and desist the mark by DE'MITRIA RICE . (Atty1, )'. There are 'SUBMIT' and 'Clear' buttons at the bottom of the form.

## 7. Submit Pleading for Docketing

- After entering docket text, click on the [SUBMIT] button depicted in Figure 15. A new **Motions** window appears (Figure 16) with the complete text for the docket report.

**Figure 16**



The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a header for the 'Motions' window, displaying the case name '1-01-04011 DE'MITRIA RICE v. ARLENE ACKERMAN et al'. The main content area shows 'Docket Text: Final Text' followed by the text 'Amended MOTION for Preliminary Injunction to cease and desist the marketing and selling of widgets by DE'MITRIA RICE. (Atty1, )'. A warning message in red and blue text states: 'Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.' At the bottom of the window are two buttons: 'SUBMIT' (circled in red) and 'Clear'.

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

**Note:** The screen depicted in Figure 16 contains the following warning.

**Attention!! Pressing the SUBMIT 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:

- 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.
- clicking on the Web Browser [Back] button until *you return to the desired screen.*

- Click on the [SUBMIT] button to file and docket the pleading.

## 8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt. See Figure 17 on the next page.

- The screen depicted in Figure 17 provides confirmation that ECF has registered your transaction and the pleading is now an official court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.

**Figure 17**

**Motions**  
[1-01-04011-PLF DE'MITRIA RICE et al v. ARLENE ACKERMAN et al](#)

Notice of Electronic Filing

The following transaction was received from Donna L. Wulkan on 9/17/2001 at 2:52 PM

**Case Name:** DE'MITRIA RICE et al v. ARLENE ACKERMAN et al  
**Case Number:** [1-01-04011-PLF](#)  
**Document Number:** [10](#)

**Docket Text:**  
Fourth MOTION for Preliminary Injunction to *cease and desist the assignment of plaintiff to cafeteria duty* by DE'MITRIA RICE. (wes, )

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

**Document description:**Main Document  
**Original filename:**C:/download/Schedntc.pdf  
**Electronic document Stamp:**  
[STAMP deccfStamp\_ID=973800458 [Date=9/17/2001] [FileNumber=2054-0] [a8d4d8e71e89d7d5a045b4f52bdc68517e7ae576ab0653ff2e407b95420ef7e4c72188e066225879d48e375097cebea4e366d3026cfa2644d03932f0a55304ee]]

**1-01-04011-PLF Notice will be electronically mailed to:**

Atty1 peggy\_o'brien@dcd.uscourts.gov  
Robert Bennett Jacobi rbj@cohnmarks.com,  
Edgar Neville James ejames@jamhoff.com,  
Andrew W. Racca peggy\_o'brien@dcd.uscourts.gov,

**1-01-04011-PLF Notice will not be electronically mailed to:**

Bryant Johnson  
JOHNSON, WOOD, AND JOHNSON  
AND JOHNSON  
1215 Watergate Street, NW  
Suite 1001  
Washington, DC 20001

Bradley Paul Smith  
SULLIVAN & CROMWELL  
1701 Pennsylvania Avenue, NW  
Washington, DC 20006-5805

Donna L. Wulkan  
1424 16th Street, N.W.  
Suite 410  
Washington, DC 20036

- Select [**Print**] on the Netscape Toolbar to print the document receipt.
- Select [**File**] on the Netscape menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on your computer hard drive.

**Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their EMail address to the Court. The ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard

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copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not setup for electronic notification.

### **Email Notification of Documents That Were Filed**

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their EMail addresses to the Court. Individuals who receive electronic notification of the filing are permitted “one free look” at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is permitted one free look at the document *and* the Docket Sheet to verify that the pleading was properly docketed. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the responsibility of filers to send hard-copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have EMail accounts.

### **Filing Other Types of Documents**

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

### **Filing Amended Complaints and Third Party Complaints**

Amended and third party complaints are filed at the Clerk’s office in the same manner as the initial complaint. File these documents in paper form and provide PDF files of the documents at the time you file or within 24 hours thereafter.

### **Filing Documents When ECF Is Not Accessible**

Occasionally, users may be unable to electronically file documents because of problems with the Court’s ECF system or their own internal computer systems. If you are unable to file electronically, call the Clerk’s office for advice. ECF contact numbers are listed on Page 2 of this manual. If it appears that ECF or your own computer system will be inaccessible for an extended period of time, you may bring a hard-copy and electronic version of the pleading to the Courthouse and file in person or at the speedy-filing box at the John Marshall entrance. Alternatively, you may email the Clerk’s Office at [dcd\\_cmecf@dcd.uscourts.gov](mailto:dcd_cmecf@dcd.uscourts.gov) with PDF files of the pleading and exhibits attached to the email.

## QUERY FEATURE

Registered participants should 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.



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

**Note:** Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view, and print certain documents. You will be charged a fee of \$.07 per page to access documents, docket sheets, etc. from ECF.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted in Figure 18. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the [**Run Query**] button. ECF opens the query screen depicted in Figure 20.

**Figure 18**

The screenshot shows the 'Query' screen with a yellow background. At the top left is the word 'Query' in blue. Below it is a section titled 'Search Clues'. The first row has a text input field for 'Case Number' with the text '(Examples: 99-500, 1:99cv500)' to its right, followed by a text input field for 'Def Number'. Below this is the text 'or search by'. The next row has 'Filed Date' followed by two date input fields separated by 'to'. The next row has 'Last Entry Date' followed by two date input fields separated by 'to'. The next row has 'Nature of Suit' followed by a dropdown menu showing '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'. Below this is the text 'or search by'. The next row has 'Last Name' followed by a text input field with the text '(Examples: Desoto, Des\*t)' to its right. The next row has 'First Name' followed by a text input field, and 'Middle Name' followed by a text input field. The next row has 'Type' followed by a dropdown menu. At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

Also, you may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field in Figure 18. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure 19). If you click on the name of the party, ECF will open the query screen depicted in Figure 20. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted in Figure 20.

**Figure 19**

The screenshot shows the ECF interface with a blue header containing navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area is titled "Select A Person" and displays the message "There were 2 matching persons." Below this, two search results are listed as hyperlinks: "JEFFERSON, DANNY (pty)" and "JEFFERSON COURT, L.P. (pty)". A "PACER Service Center Transaction Receipt" is shown below the results, containing the following information:

<b>PACER Service Center</b>			
<b>Transaction Receipt</b>			
01/06/2003 09:22:59			
<b>PACER Login:</b>	us3871	<b>Client Code:</b>	
<b>Description:</b>	Search		
<b>Billable Pages:</b>	1	<b>Cost:</b>	0.07

After querying the database by case number or by name, ECF opens the **Query** window for the specific case you selected. See Figure 20.

**Figure 20**

The screenshot shows the ECF interface for a specific case. The main content area displays the following information:

**1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA**  
James Robertson, presiding  
**Date filed: 07/02/2001 Date of last filing: 08/20/2001**

On the left side, there is a "Query" section with a list of hyperlinked options:

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

At the top of the window, ECF displays the case number, parties to the case, presiding Judge, date that the initial claim was filed, and date of last filing for the case. You may choose specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen depicted in Figure 20. The following paragraphs describe several of the available case-specific query options.

### **Attorney**

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

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## Case Summary

Provides a summary of current case-specific information as represented below.

**1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA**

James Robertson, presiding

**Date filed: 07/02/2001 Date of last filing: 08/20/2001**

### Case Summary

<b>Office:</b>	Washington, DC	<b>Filed:</b>	07/02/2001
<b>Jury Demand:</b>	Both	<b>Demand:</b>	
<b>Nature of Suit:</b>	442	<b>Jurisdiction:</b>	Federal Question
<b>Cause:</b>	28:1983 Civil Rights	<b>Disposition:</b>	
<b>County:</b>		<b>Terminated:</b>	
<b>Origin:</b>	1	<b>Reopened:</b>	
<b>Lead Case:</b>	None		
<b>Related Case(s):</b>	None		
<b>Flags:</b>	JURY, TYPE-H		
<b>Party 1:</b>	WAYNE HARRELL (pla)	<b>Phone:</b>	(202) 789-6064
<b>Party 2:</b>	DISTRICT OF COLUMBIA (DFT)	<b>Fax:</b>	(202) 789-6190
<b>Atty:</b>	Ruth Ann Lowery	<b>Email:</b>	rlowery@bdlaw.com
	<b>Represents Party 1:</b> pla	<b>Phone:</b>	(202) 724-6618
	<b>Represents Party 2:</b> dft		

## Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. If you query as illustrated below, ECF opens the **Deadline/Hearings** screen depicted in Figure 21.

**Deadlines/Hearings**

Sort by

- Document Number
- Deadline/Hearing
- Filed
- Due/Set**
- Satisfied
- Terminated

After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.

**Figure 21**

**1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA**  
James Robertson, presiding  
**Date filed:** 07/02/2001 **Date of last filing:** 08/20/2001

### Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
<a href="#">7</a>	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
<a href="#">7</a>	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
<a href="#">7</a>	Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
<a href="#">1</a>	Answer due from DC	07/02/2001	07/23/2001	08/06/2001	

If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.

## Docket Report

When you select Docket Report, ECF opens the Docket Sheet screen as depicted in Figure 22.

**Figure 22**

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

### Docket Sheet

**Case Number**  
 1-01-cv-1528 THOMPSON v. THE CAPITOL POLICE BOARD

**Filed**  to   
 **Entered**

**Documents**  to

Include terminated parties  
 Include links to Notice of Electronic Filing  
 Include List of Parties and Counsel

**Sort by** Oldest date first

You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to **Include links to Notice of Electronic Filing** if you wish to view them from the docket Sheet. After you have selected the parameters for your report, click on the **[Run Report]** button. ECF will run your custom docketing report and display it in a window as depicted in Figures 23.

**Figure 23**

**U.S. District Court**  
**District of Columbia (Washington, DC)**  
**CIVIL DOCKET FOR CASE #: 1-01-01528-EGS**

<p>THOMPSON v. THE CAPITOL POLICE BOARD  Assigned to: Emmet G. Sullivan  Referred to:  Demand: \$  Lead Docket: None  Related Cases: None  Dkt# in other court: None  Cause: 42:1983 Civil Rights (Employment Discrimination)</p>	<p>Date Filed: 07/12/01  Jury Demand: Plaintiff  Nature of Suit: 442  Jurisdiction: U.S. Government Defendant</p>
---	---

**Plaintiff**  
-----  
**KENNIETH F. THOMPSON**

represented by **Lolita James Martin**  
4906 Forest Creek Court  
Bowie, MD 20720  
(301) 262-1625

V.

**Defendant**  
-----  
**THE CAPITOL POLICE BOARD**

Filing Date	#	Docket Text
07/12/2001	<a href="#">1</a>	COMPLAINT against THE CAPITOL POLICE BOARD ( Filing fee \$150 ). Filed by KENNIETH F. THOMPSON. (mjk, ) (Entered: 07/25/2001)
07/12/2001		SUMMONS Not Issued as to THE CAPITOL POLICE BOARD (mjk, ) (Entered: 07/25/2001)
08/02/2001	<a href="#">2</a>	PRELIMINARY ELECTRONIC CASE FILING ORDER . Signed by Judge Emmet G. Sullivan on August 2, 2001. (adc, ) (Entered: 08/02/2001)
08/02/2001	<a href="#">3</a>	PRELIMINARY ELECTRONIC CASE FILING ORDER . Signed by Judge Emmet G. Sullivan on August 2, 2001. (GK, ) Modified on 8/2/2001 (GK, )(Order entered twice-parties can disregard this order). (Entered: 08/02/2001)

The document numbers in the middle column of Figure 23 are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

## History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen depicted in Figure 24. You may select the sort order for the query report and choose to exhibit all events or only those with documents attached. ECF also offers you the option to display the docket text in the report.

**Figure 24**

The screenshot shows the ECF web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this is a white box titled "History/Documents". Inside, there are radio buttons for "All events (history)" (selected) and "Only events with documents". There is a checkbox for "Display docket text" which is unchecked. A "Sort by" dropdown menu is set to "Oldest date first". At the bottom of the form are two buttons: "Run Query" and "Clear".

After making your selections, click on the [Run Query] button. ECF queries the database and builds your report. Figure 24A depicts a portion of a **History/Documents** report. This particular report lists all of the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

**Figure 24A**

**1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA**  
James Robertson, presiding  
Date filed: 07/02/2001 Date of last filing: 08/20/2001

**History**

Doc. No.	Dates	Description	Private Event	Type Subtype	Docket Part ID
6	Filed: 08/20/2001 Entered: 08/20/2001	Meet and Confer Statement		misc mcsmtmX	34
<i>Docket Text:</i> MEET AND CONFER STATEMENT. (Lowery, Ruth)					
7	Filed: 08/20/2001 Entered: 08/20/2001	Scheduling Order		order scho	36
<i>Docket Text:</i> SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT, )					
7	Filed: 08/20/2001 Entered: 08/20/2001	Set Deadlines		order setddl	37
<i>Docket Text:</i> SCHEDULING ORDER: Final pretrial conference set for 6/27/2002 at 4:30 PM; jury trial set for 7/8/2002 at 9:30 AM; status conference set for 1/8/2002 at 4:30 PM. Signed by Judge James Robertson on August 20, 2001. (MT, )					
--	Filed: 08/08/2001 Entered: 08/08/2001	Meet and Confer Hearing		hearing mchrg	32
<i>Docket Text:</i> Minute Entry: Meet and Confer Hearing held on 8/8/2001 before Judge James Robertson in chambers. (Not reported) (mlp, )					
--	Filed: 07/31/2001 Entered: 07/31/2001	Calendar Entry		utility calentry	17
<i>Docket Text:</i> Calendar Entry, Set/Reset Hearings: Meet and Confer Hearing set for 8/8/2001 02:00 PM before Judge James Robertson in chambers. (mlp, )					
--	Filed: 07/31/2001	Set/Reset Hearings		utility	18

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

### Other Queries

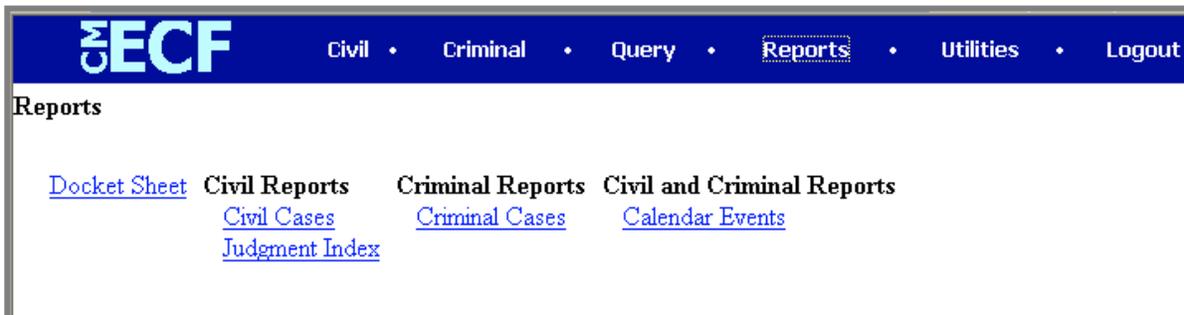
The process for selecting and running other queries in the **Query** feature of ECF is similar to what has been described above.

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## REPORTS FEATURE

The Reports feature of ECF provides the user with several report options. After selecting the Reports feature from the *Blue* menu bar, ECF opens the **Reports** screen depicted in Figure 25.

**Figure 25**



If you select Cases Filed or Docket Sheet from the screen depicted in Figure 25, ECF will ask you to login to PACER. You may view Court Calendar Events for a case without logging into PACER.

### Docket Sheet

Click on the **Docket Sheet** hyperlink in Figure 25. If you have not already logged in with your **PACER** login and password, ECF opens the **PACER** login screen. Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted in Figure 26.

**Figure 26**



This is the same query window that ECF displayed when you selected **Docket Report** from the **Query** feature (Page 26, Figure 22). Enter the case number for your docket sheet in the **Case Number** field. Select parameters for the remainder of the data entry fields and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. See Figure 23 (**Query** feature) for a depiction of a partial docket sheet report. If you do not need a complete docket sheet, you can narrow the query using the date fields. ECF also offers various sorting options from the Docket Sheet query screen.

## Civil Cases Report

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, by cause code, by nature of suit, with a specific case flag, or any combination thereof. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted in Figure 27.

**Figure 27**

**Note:** If you are not logged into **PACER**, ECF will display the **PACER** login screen. Login to **PACER** and ECF will open the **Cases Filed Report** screen depicted in Figure 27.

Enter the range of case filing dates for your report and select any other search criteria if you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within your date range. If you leave all fields blank, ECF will display a report for all cases opened in ECF. Figure 28 depicts part of a report of all cases filed in ECF at the U.S. District Court from 7/1/2001 to 9/4/2001.

**Figure 28**

Case No.	Nat. Suit	Cause	Case Title	Presider Referral	Dates
<a href="#">1-01-01465-JR</a>	442	28:1983	HARRELL v. DISTRICT OF COLUMBIA	Robertson	Filed: 07/02/2001
<a href="#">1-01-01474-JGP</a>	442	28:1331ed	LU v. NEW YORK LIFE INSURANCE COMPANY et al	Penn	Filed: 07/02/2001
<a href="#">1-01-01479-RWR</a>	890	28:1446pr	RHANIME v. SOLOMON et al	Roberts	Filed: 07/03/2001
<a href="#">1-01-01485-JGP</a>	190	28:1332ds	WRECKING CORPORATION OF AMERICA, ST. LOUIS, INC. v. TISHMAN TECHNOLOGIES CORPORATION et al	Penn	Filed: 07/09/2001
<a href="#">1-01-01489-JR</a>	442	42:2000ra	BELL KIRK v. SMALL	Robertson	Filed: 07/06/2001
<a href="#">1-01-01492-EGS</a>	895	05:0552fi	ARCHIBALD v. ROCHE	Sullivan	Filed: 07/06/2001

The far-left column of the report in Figure 28 contains hyperlinked case numbers. If you click on a particular case number, ECF opens the **Docket Sheet** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

## UTILITIES FEATURE

The **Utilities** feature provides the means for registered users to maintain their account in ECF and to view all of their ECF transactions. Figure 29 depicts the opening screen for the ECF Utilities feature.

**Figure 29**

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

Utilities

**Your Account**

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

**Edit Data**

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

**Miscellaneous**

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

### Your Account

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

#### Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the **Maintain User Account** information screen. See Figure 30.

**Figure 30**

**Maintain User Account**

Last name  First name

Middle name  Generation

Gender  ATY Type

Title  Type aty

Bar Number

Office

Address 1

Address 2

Address 3

City  State  Zip

Country  County

Phone  Fax

Initials  DOB  AO code  End date

Civil ref style  Criminal ref style

Date sworn  Status

This screen displays all of the registration information that is contained within the ECF

database for your account with the Court. This includes Bar Identification and Bar status. Clicking on the **[Email information]** button opens a screen as depicted in Figure 31.

**Figure 31**

E-mail information for wes

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices  html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

ECF will EMail to parties their **Notices of Electronic Filing** based upon the information entered in this screen. Perform the following steps to enter additional email addresses for individuals that you wish ECF to notify regarding new case pleadings and documents.

- From the screen depicted in Figure 31A, enter a checkmark by clicking on the box to the left of the line, which reads “**to these additional addresses**”.
- Enter the email addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten EMail addresses.

**Figure 31A**

E-mail information for wes

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices  html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

- Stipulate the format of the ECF notices by selecting your choice from the bottom of the screen.
- If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on the **[Return to Account screen]** button to return to your **Maintain User Account** screen (Figure 30).

To edit or view login information about your account, select the button labeled **More user information**, from the **Maintain User Account** screen. ECF opens the screen depicted in Figure 32.

**Figure 32**

<b>More User Information for wes</b>	
Login	shortw
Last login	08-31-2001 11:03
Password	*****
Current login	09-04-2001 11:03
Prid	2231
Create date	08/02/2001
Registered	Y
Update date	08/16/2001
Groups	Quality Control
<input type="button" value="Return to Account screen"/> <input type="button" value="Clear"/>	

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

### **View Your Transaction Log**

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. See Figure 33.

**Figure 33**

<b>ECF</b>		Civil • Criminal • Query • Reports • Utilities • Logout
<b>View Transaction Log</b>		
Enter the Date Selection Criteria for the Transaction Log Report		
Start Date:	11/22/2002	End Date: 01/06/2003
<input type="button" value="Submit"/> <input type="button" value="Clear"/>		

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 34 for a sample transaction log report.

**Figure 34**

Transaction Log			
Report Period: 08/16/2001 - 09/04/2001			
Id	Date	Case Number	Text
3212	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/11/2001. (Attachments: # (1) Exhibit Test Document)(wes, )
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 8/30/2001. Replies due by 8/30/2001. (wes, )
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes, )
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to fhsaklf. Signed by Judge sullivan emmett g on 08/28/01. (wes, )
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] <i>Preliminary Injunction</i> filed by DEMITRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format)(wes, )
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] <i>Permanent Injunction</i> filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit exhibits are being held in the Clerk's office in paper)(wes, )
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction <i>by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty</i> by ARLENE ACKERMAN. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction <i>to cease and desist from assigning plaintiff to work as a cafeteria monitor</i> by DEMITRIA RICE. Responses due by 8/31/2001. Replies due by 8/31/2001. (wes, )
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction <i>to cease and desist the assignment of plaintiff to cafeteria monitor</i> by DEMITRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (wes, )
3431	09/04/2001 14:21:26		Updated person record: wes Prid: 2231
3431	09/04/2001 14:21:27		Updated user record: shortw 2231
<b>Total Number of Transactions: 11</b>			

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

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

### Other Account Features

From within **Your Account**, ECF also provides the following features.

- ECF Login (if you are logged into ECF with your PACER login and password, this feature allows you to enter your ECF login and password to file pleadings)
- Change Client Code
- Change your PACER Login (displays the PACER login screen to allow you to login with a different PACER account)
- Review Billing History (displays PACER charges to your account for a selected date range)
- Show PACER Account (displays your PACER account name)

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## Miscellaneous

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

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the **Verify a Document** hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a **Mailings** hyperlink that opens a new screen for making or requesting mailings from ECF.

## LOGOUT

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



Click on the **Logout** hyperlink from the ECF **Blue** menu bar. ECF will log you out of the system and return you to the ECF login screen as depicted in Figure 4 of this manual.

## ADDITIONAL INFORMATION REGARDING ECF

### Sealed Documents

Continue to file sealed documents at the District Court Clerk's office in accordance with the existing practices and procedures for self-filing.

### How to File if ECF is Out of Service

If ECF is out of service or unavailable, email the court at [dcd\\_cmecf@dcd.uscourts.gov](mailto:dcd_cmecf@dcd.uscourts.gov) with your document attached as a PDF file. You may also file your pleading in person at the District Court Clerk's office with a floppy disc or CD-ROM containing a PDF file of your document.

### Answers to Complaints

If an Answer to a Complaint is filed in ECF before the Notification of Service of the Complaint has been entered, ECF may reject the electronic filing of the Notification of Service. If this occurs, call the Clerk's Office Operations Department help-desk at (202) 354-3190 and ask for assistance.

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# ATTACHMENTS

- ATTORNEY DOCUMENTS
- INITIAL ELECTRONIC CASE FILING ORDER
- ECF PARTICIPANT REGISTRATION FORM
- NOTICE REGARDING SUPERIOR COURT FILE
- NOTICE REGARDING EXHIBIT ATTACHMENT

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# ATTORNEY'S DOCUMENTS FOR CIVIL EVENTS

## Initial Pleadings and Service

### Service of Process

Request for Waiver of Service  
Service by Publication  
Summons Returned Executed as to AUSA  
Summons Returned Executed as to Attorney General  
Summons Returned Executed as to USA  
Summons Returned Executed in FOIA Case  
Summons Returned Unexecuted  
Waiver of Service  
Writ of Habeas Corpus ad Prosequendum Executed  
Writ of Habeas Corpus ad Prosequendum Unexecuted  
Writ of Habeas Corpus ad Testificandum Executed  
Writ of Habeas Corpus ad Testificandum Unexecuted

### Answers to Complaints

#### Other Answers

Answer to Writ of Garnishment  
Claim  
Objection to Report and Recommendation  
Reply to (non-motion) Document  
Response to (non-motion) Document

## Motions and Related Filings

### Motions

Alter Judgment  
Amend/Correct  
Appeal In Forma Pauperis  
Appear  
Appoint: Counsel  
Custodian  
Expert  
Guardian/Attorney ad Litem  
Receiver  
Appointment of Commissioner and Issuance of Letters  
Rogatory  
Approve Consent Judgment  
Arrest of Judgment  
Attorney Fees  
Bifurcate  
Bill of Costs  
Bill of Particulars  
Bond  
Certificate of Appealability  
Certify Class  
Change Venue  
Compel  
Condemnation  
Consolidate Cases  
Continue  
Declaration of Mistrial  
Declaratory Judgment  
Default Judgment  
Deposit Funds  
Directed Verdict  
Disbursement of Funds

### Motions (continued)

Disclosure  
Discovery  
Dismiss  
Dismiss - Lack of Jurisdiction  
Dismiss - Lack of Prosecution  
Disqualify Counsel  
Disqualify Judge  
Disqualify Juror  
Enforce  
Enforce IRS Summons  
Enforce Judgment  
Entry of Declaratory Judgement  
Entry of Default  
Entry of Final Judgment  
Expedite  
Extension of Time to: Amend  
Complete Discovery  
File Answer  
File Document  
File Response/Reply  
File Excess Pages  
Forfeiture of Property  
Hearing  
In Limine  
Installment Payment Order  
Intervene  
Issuance of Warrant in rem  
Joinder  
Judgment: Debtor Exam  
NOV  
As a Matter of Law  
Of Forfeiture  
On Partial Findings  
On the Pleading  
Under Rule 54b  
Leave to Appeal  
Leave to file document  
Letters Rogatory  
Limited Admission  
Miscellaneous Relief  
More Definite Statement  
New Trial  
Order  
Order of Sale  
Partial Summary Judgment  
Permanent Injunction  
Permit  
Preliminary Injunction  
Proceed in Forma Pauperis  
Produce  
Protective Order  
Quash  
Reassign Case  
Reconsideration  
Recusal  
Release of Bond Obligation

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## Motions (continued)

Release of Funds  
Remand  
Reopen Case  
Return of Property  
Sanctions  
Seal  
Seal Case  
Seal Document  
Sealed Motion  
Service by Publication  
Set Aside  
Set Aside:     Default  
                  Forfeiture  
                  Judgement  
                  Verdict

Settlement  
Sever  
Show Cause  
Stay  
Strike  
Substitute Attorney  
Substitute Party  
Summary Judgement  
Suppress  
Take Deposition  
Taxation of Costs  
Temporary Restraining Order  
Transfer Case  
Trial  
Unseal Case  
Unseal Documents  
Vacate  
Vacate/Set Aside/Correct Sentence (2255)  
Warrant in rem  
Withdraw  
Withdraw Reference  
Withdraw as Attorney  
Writ  
Writ of:       Garnishment  
                  Habeas Corpus ad prosequendum  
                  Habeas Corpus ad testificandum  
                  Mandamus

## Oppositions and Replies

Memorandum in Opposition to Motion  
Reply in Support of Motion  
Reply to Opposition to Motion  
Response to any document

## **Other Filings**

### ADR Documents

Consent to Mediation  
Objection to Report of Arbitrator/Mediator  
Request for Trial de Novo

### Discovery Documents

Answer to Interrogatories  
Deposition  
Interrogatories Propounded  
Notice to Take Deposition  
Request for Admissions  
Request for Production of Documents  
Response to Discovery Request

## Notices

Certificate of Counsel  
Certificate of Disclosure – Corporate  
    Affiliations/Financial Interests  
Notice (Other)  
Notice of Acceptance with Offer of Judgment  
Notice of Appearance  
Notice of Application for Writ  
Notice of Change of Address  
Notice of Lis Pendens  
Notice of Removal  
Notice of Settlement  
Notice of Voluntary Dismissal  
Notice of Voluntary Dismissal/Party  
Notice of Withdrawal of Motion

## Trial Documents

Agreement for Jury Verdict  
Exhibit List  
Proposed Findings of Fact  
Proposed Jury Instructions  
Proposed Voir Dire  
Trial Brief  
Witness List

## Appeal Documents

Appeal Transcript Request  
Appeal of Magistrate Judge Decision to District Court  
Appellant's Brief  
Appellant's Reply Brief  
Appellees Brief  
Designation of Record on Appeal

## Other Documents

Administrative Record  
Affidavit  
Affidavit for Default  
Amended Document (NOT Motion)  
Amicus Curiae Appearance  
Application for Writ  
Attorney Appearance  
Bill of Costs  
Consent to Magistrate Judge Disposition of Motion  
Errata  
Financial Affidavit  
Financial Affidavit (CJA-23)  
Interpleader  
Jury Demand  
Meet and Confer Statement  
Memorandum  
Objections to Answers to Writs  
Pretrial Memorandum  
Pretrial Statement  
Proposed Pretrial Order  
Report of Rule 26(f) Planning Meeting  
Response to Order to Show Cause  
Satisfaction of Judgment  
Settlement Agreement  
Status Report  
Stipulation  
Stipulation of Dismissal  
Suggestion of Bankruptcy  
Suggestion of Death  
Transcript Request  
Withdrawal of Motion

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UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA

# INITIAL ELECTRONIC CASE FILING ORDER

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This case has been designated for the Court's Electronic Case Filing (ECF) Program and this order will be docketed in that case.

ORDERED: that counsel shall:

- **File** within **24 hours**, the initial pleading in this case, in Portable Document Format (PDF) on a disk, or e-mail the filing to: **dcd\_cmecf@dcd.uscourts.gov**. Counsel must also serve this Order and the e-filer registration forms on all parties in the case.
- **Register** to become an e-filer by filling out the e-filer registration form and returning it to the Court. (If counsel has already registered in another case, do not register again.)
- Electronically **File** all subsequent papers in this case.
- Have a **PACER** account (Public Access to Court Electronic Records), in order to view dockets and documents. If your office already has a PACER account, use that account. It is not necessary to have a CM/ECF account to view documents. Call 800-676-6856 or visit [www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov) for additional information.
- **Check** the docket by entering the Court's CM/ECF Internet site (<https://ecf.dcd.uscourts.gov>), clicking on the **Case Management/Electronic Case Filing System** hyperlink, and logging in with your **PACER** login and password. Counsel is accountable for updates to the case.
- **Schedule training** within three weeks after the date of the initial filing. Contact Joe Burgess at (202) 354-3172, to schedule training. Filing instructions and an interactive tutorial can be found by entering the Court's Internet site ([www.dcd.uscourts.gov](http://www.dcd.uscourts.gov)) and clicking on the hyperlink to **Electronic Case Filing**.

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United States District Judge

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UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA

**ELECTRONIC CASE FILES**  
**Attorney/Participant Registration Form**

LIVE SYSTEM

This form shall be used to register for an account on the Court's Electronic Case Files (ECF) system and to subscribe to the ECF email (Listserver) notification service. Registered attorneys and other participants will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the Electronic Case Files system. Listserver subscribers receive email messages whenever the Court wishes to electronically notify ECF registrants of pertinent ECF information.

The following information is required for registration:

First Name/Middle Initial/Last Name \_\_\_\_\_

Last four digits of Social Security Number \_\_\_\_\_

DC Bar ID#: \_\_\_\_\_

Firm Name \_\_\_\_\_

Firm Address \_\_\_\_\_

Voice Phone Number \_\_\_\_\_

FAX Phone Number \_\_\_\_\_

Internet E-Mail Address \_\_\_\_\_

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This system is for use only in cases permitted by the ***U.S. District Court for the District of Columbia***. It may be used to file and view electronic documents, docket sheets, and notices. Please contact Joe Burgess at 202-354-3172, to schedule training.
2. Pursuant to Federal Rule of Civil Procedure 11, every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney's/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password

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has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The Court will immediately delete that password from the electronic filing system and issue a new password.

3. An attorney's/participant's registration will not waive conventional service of a summons and complaint, subpoena, or other judicial process; submit the client to the jurisdiction of the Court; or operate as a consent to accept service of pleadings, documents, and orders in actions in which such attorney/participant has not entered an appearance. An attorney's/participant's registration will constitute a waiver in law only of conventional service of other non-process pleadings, documents, and orders in the case. The attorney/participant agrees to accept, on behalf of the client, service of notice of the electronic filing by hand, facsimile or authorized e-mail.
4. Attorneys must be active members of the bar of this Court to file pleadings electronically.

Please return this form to: U.S. District Court for the District of Columbia  
Attn: Attorney Admissions  
333 Constitution Avenue NW, Room 1825  
Washington, DC 20001

Or FAX to: Peggy Trainum  
U.S. District Court for the District of Columbia  
(202) 354-3023

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Applicant's Signature

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Initial of First Name	Full Last Name	Last 4 Digits SS#
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**UNITED STATES DISTRICT COURT  
FOR THE DISTRICT OF COLUMBIA**

\_\_\_\_\_, )  
 )  
Plaintiff(s), )  
 )  
vs. ) Case No. \_\_\_\_\_ )  
 )  
\_\_\_\_\_, )  
 )  
Defendant(s). )

**NOTICE REGARDING SUPERIOR COURT FILE**

The original file, certified copy of transfer order, and docket sheet received from the Superior Court for the District of Columbia is in paper form only and is being maintained in the Clerk's office. The Superior Court Case Number is \_\_\_\_\_. These documents will be available for public viewing and copying between the hours of 9:00 a.m. to 4:00 p.m., Monday through Friday.

NANCY MAYER-WHITTINGTON, CLERK

Date: \_\_\_\_\_

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# SAMPLE FORMAT

## *UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA*

\_\_\_\_\_, )  
 )  
Plaintiff(s), )  
 )  
vs. ) Case No. \_\_\_\_\_  
 )  
\_\_\_\_\_, )  
 )  
Defendant(s). )

### **NOTICE REGARDING EXHIBIT ATTACHMENT**

Exhibit \_\_\_\_\_, which is an attachment to \_\_\_\_\_,  
is in paper form only and is being maintained in the case file in the Clerk's Office. These documents will  
be available for public viewing and copying between the hours of 9:00 a.m. to 4:00 p.m., Monday through  
Friday.

\_\_\_\_\_  
Attorney for (Plaintiff or Defendant)  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_