

# ELECTRONIC CASE FILES SYSTEM



## User's Manual

Northern District of New York  
(November 2003)

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An Internet connection. A connection speed of at least 56kps is recommended.

Netscape Navigator versions 4.6, 4.7, 7.02 or Internet Explorer versions 5.5 or 6. (Please be advised that future releases of ECF will only support Netscape Navigator 7.02 or higher and Internet Explorer 6.0 or higher. If you have not already upgraded, it is advisable to do so to maintain continued compatibility with ECF)

PDF writer software to convert documents from a word processor format to portable document format ("PDF"):

Adobe Acrobat Writer Versions 3.x - 6.x adequately meet the ECF filing requirements. Version 6.0 is available from retailers for approximately \$220-\$250.

PDFfactory (approximately \$50.00) from Fineprint Software ([www.fineprint.com](http://www.fineprint.com)) may also be used for PDF document creation. For viewing documents, not authoring them, only Adobe Acrobat Reader (free download from [www.adobe.com](http://www.adobe.com)) is needed.

A PDF compatible word processor like Macintosh- or Windows-based versions of WordPerfect and Word.

A scanner to transmit documents that are not in your word processing system. A flatbed scanner may be useful for capturing non-standard-sized documents and exhibits. For more information regarding PDF document creation and scanning, the Administrative Office of the U.S. Courts has prepared a paper entitled "Creating PDF Documents," which may be accessed via the following link (Adobe Acrobat Reader is needed to view this document):

<http://pacер.psc.uscourts.gov/documents/imagingWPprint.pdf>

For additional information on hardware and software requirements, visit the Court's webpage at [www.nynd.uscourts.gov/cmecf/](http://www.nynd.uscourts.gov/cmecf/)

### **PACER Registration**

ECF users must have a PACER account with the Court in order to use ECF's Query and Report features. 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. You may also register for PACER online at <http://pacер.psc.uscourts.gov>. Additional information on PACER is available on the Court's webpage at [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov).

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

Users will need to register with the Court to receive a login and password for ECF. Registration forms are available on the Court's webpage at

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www.nynd.uscourts.gov/cmecf/ or by calling the Court.

Completed registration forms should be mailed to

United States District Court  
Northern District of New York  
Attn: ECF Attorney Registration  
PO Box 7367  
100 South Clinton Street  
Syracuse, New York 13261-7367

Once an account has been established, the Clerk's Office will send you your login and password by regular, first-class mail.

Starting December 15, 2003, users may register for access to ECF online at [www.nynd.uscourts.gov/registration](http://www.nynd.uscourts.gov/registration). Upon execution and submission of the online registration form, the Clerk's Office will send you your login and password via e-mail.

## **ECF Training Opportunities**

Registered users can visit a training version of ECF on the Court's webpage at [www.nynd.uscourts.gov/cmecf/](http://www.nynd.uscourts.gov/cmecf/) to practice ECF activities. The Court strongly recommends that ECF users practice in the "**training**" ECF database before filing documents in the "live" ECF database.

The Clerk's Office will also offer classes on the use of ECF. Please check the Court's webpage at [www.nynd.uscourts.gov/cmecf](http://www.nynd.uscourts.gov/cmecf) for class schedules and training information.

## **Preparation**

### **Setting Up Acrobat Reader**

Users must set up Adobe's Acrobat Reader software in order to view documents that have been electronically filed on ECF. All documents must be filed in PDF format. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

### **Portable Document Format ("PDF")**

Only PDF documents may be filed with the Court using ECF. Before sending a document to the Court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

#### **How to View a PDF File**

Start the Adobe Acrobat program.

Go to the **File** menu and choose **Open**.

Click on the location and file name of the document to be viewed.

If the designated location is correct and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.

If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.

Click on the **View** menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

## How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before submitting them to ECF. The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory. WordPerfect versions 9, 10 and 11 have a built-in PDF Writer and can also be used to convert documents to PDF. Microsoft Word 97, Word 2000, and Word 2002 do not currently provide a built-in PDF converter. Adobe Acrobat Writer comes with a macro called PDFMaker that provides enhanced features for creating PDF files from Word

Using any word processing program,

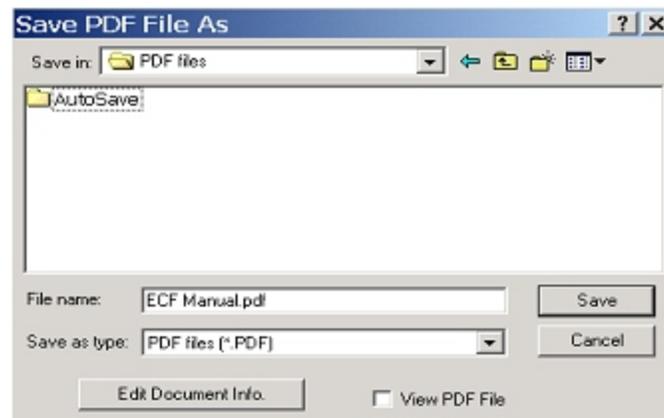
Install Acrobat Writer or FinePrint pdfFactory on your computer

Open the document to be converted

Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer.\* A drop down menu with a list of printer choices is displayed.

Select **Acrobat Distiller** or **FinePrint pdfFactory\*\***

"Print" the file. The file will not actually print; instead the option to save the file as a PDF format file appears.



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Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the "Save in" area of the window.

Name the file, giving it the extension .PDF and click on **[Save]**.

*\* Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere.*

*\*\* You must have either Adobe Acrobat Writer or FinePrint pdfFactory installed on your computer to see these choices listed.*

## Basics

### User Interactions

ECF allows three general types of user interactions:

Entering information in data fields.

Using command buttons to direct system activities.

Mouse-clicking on hyperlinks.

### Conventions used in this Manual

Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.

Command buttons are represented in this manual in **[bracketed boldface type]**.

Hyperlinks are represented in **underlined boldface type**.

### Documents Filed In Error

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

<b>Help Desk - Syracuse</b>	<b>1-315-234-8687</b>
<b>Help Desk - Albany</b>	<b>1-518-257-1815</b>
<b>Help Desk - Utica</b>	<b>1-315-266-1195</b>
<b>Help Desk - Binghamton</b>	<b>1-607-779-2671</b>

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as soon as possible after you discover an error. 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. ECF does not permit you to change 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 and then telephone the Court's Help Desk as soon as possible. To request assistance, telephone

<b>Help Desk - Syracuse</b>	<b>1-315-234-8687</b>
<b>Help Desk - Albany</b>	<b>1-518-257-1815</b>
<b>Help Desk - Utica</b>	<b>1-315-266-1195</b>
<b>Help Desk - Binghamton</b>	<b>1-607-779-2671</b>

## User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the Court's webpage at [www.nynd.uscourts.gov/cmecf/](http://www.nynd.uscourts.gov/cmecf/)

## A Step-By-Step Guide

Below is a step-by-step guide for entering ECF, preparing a document for filing, filing a motion or application, and displaying a docket sheet. The Court suggests that you go through the steps on the training database before trying to actually file a document.

### How to Access ECF

Users can access ECF via the Internet by going to the Court's webpage at

[www.nynd.uscourts.gov/cmecf](http://www.nynd.uscourts.gov/cmecf)

Click on **Northern District of New York E-Document Filing System** to open the login screen and login to ECF.

Users can access the **Training Database** by going to the Court's webpage at

[www.nynd.uscourts.gov/cmecf](http://www.nynd.uscourts.gov/cmecf)

Click on the hyperlink to **Training**

## Logging In

The next screen is the login screen. From this screen you can log into ECF **or** PACER. If you wish to file documents, enter your ECF login and password. For all other functions, including viewing documents previously filed, enter your PACER login and password.

**ECF/PACER Login**

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

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

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

**Authentication**

Login:

Password:

client code:

*CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x. and Internet Explorer 5.5*

Enter your ECF login (your bar roll number) and password in the appropriate data entry fields. Please remember that all ECF logins and passwords are case sensitive.

**Note:** Use your **ECF** login (your bar roll number) and password if you are entering the system to file a document 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

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

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

If ECF 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 **[Back]** on your browser's toolbar and re-enter your correct login and password.

Once the Main Menu appears, choose from a list of hyperlinked options on the top bar.

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



**U.S. District Court [LIVE]  
Northern District of New York [LIVE]**

**Official Court Electronic Document Filing System**

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

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*This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

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*Welcome to the U.S. District Court [LIVE] for the Northern District of New York [LIVE] Electronic Document Filing System. This page is for the use by attorneys and firms participating in the electronic filing system. The most recent version of the Netscape browser and the Adobe PDF reader can be obtained by selecting the Netscape/PDF Settings option listed below.*

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*You should become familiar with the navigational capabilities of your Netscape browser. Most screen displays in this system are split to provide a small top frame for Netscape. Review Netscape's [frame](#) capability for new navigation tips.*

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[Netscape/PDF Settings](#)

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**Last login: 10-31-2003 16:41**

**Note:** The date *you last logged into ECF* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect that an unauthorized party is using your login and password, please telephone the Court's Help Desk (see p. 4 for a list of Help Desk numbers) 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.
- Criminal-** Select **Criminal** to electronically file all criminal case pleadings, motions, and other court documents.
- Query-** Select **Query** to retrieve documents that are relevant to a case by specific case number, party name, or nature of suit. You must login to **PACER** before you can query ECF.
- Reports-** Select **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.
- Utilities-** Select **Utilities** to view your personal ECF transaction log and maintain personal ECF account information.
- Logout-** Select **Logout** to exit from ECF and to prevent further filing with your password until the next time you log in.

## Civil Feature

You will use ECF's Civil Feature to electronically file and docket with the Court a variety of pleadings and other documents for civil cases. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court.

## General Rules and Manipulations

### Manipulating the screens

Each screen has the following two buttons:

- [Clear]** clears **all** characters entered in the box(es) on that screen.
- [Next]** or **[Submit]** accepts the entry just made and displays the next entry screen, if any.

### Correcting a mistake

Click on **[Back]** on your browser's toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the Court, only the Court can make changes or corrections.

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## Signatures

Documents, which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically with originally executed copies maintained by the filer. The pleadings or other documents electronically filed shall indicate a signature, e.g., "s/Jane Doe."

In the case of a stipulation or other document to be signed by two or more persons, the following procedure should be used:

- (a) The filing party or attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all parties on the document.
- (b) The filing party or attorney then shall file the document electronically, indicating the signatories, e.g., "s/Jane Doe," "s/John Doe," etc.
- (c) The filing party or attorney shall retain the hard copy of the document containing the original signatures for at least sixty days after all dates for appellate review have expired. (See section 4.8 of General Order #22)
- (d) A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document **within ten days of receiving the Notice of Electronic Filing**. (See section 6.4 of General Order #22)

## Filing a Civil Complaint

Currently the Clerk's Office will only accept complaints, civil cover sheets and summonses sent by United States mail or delivered in person to the Clerk's Office. The complaint, civil cover sheet and summonses must be submitted to the Court on a 3.5" disk as either .pdf scanned documents or .pdf text documents (if possible, the complaint should be a .pdf text document).

## Filing Documents for Civil Cases

There are eight basic steps involved in filing a document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the party(s) filing the document;
- 4) Specify the PDF file name and location for the document to be filed;
- 5) Add attachments, if any, to the document being filed;
- 6) Modify docket text as necessary;
- 7) Submit the document to ECF;
- 8) Receive notification of electronic filing.

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



**1. Select the type of document to file**

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

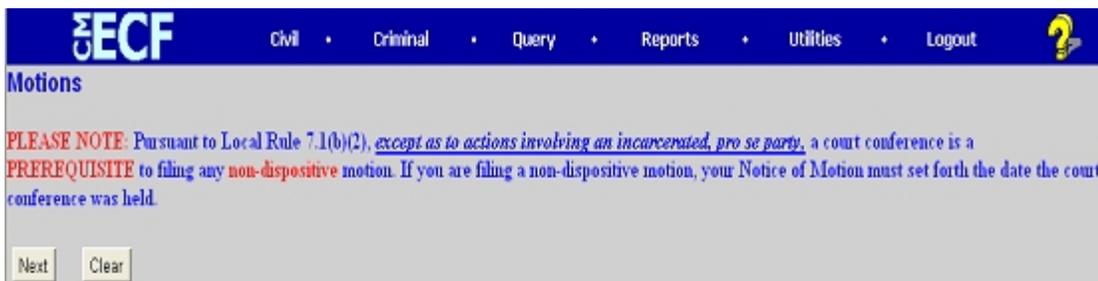
This section of the User's Manual describes the process for filing a **Motion** in ECF.

The process is similar for filing other documents in ECF.

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



A screen containing a reminder regarding the provisions of Local Rule 7.1(b)(2) will appear:



Click [Next]

The screenshot shows the CM/ECF interface with a blue header containing the logo and navigation links for Civil, Criminal, and Query. Below the header, the word "Motions" is displayed. A scrollable list of motion types is shown, with "Preliminary Injunction" highlighted in blue. The list includes: Leave, Miscellaneous Relief, New Trial, Permanent Injunction, Preliminary Injunction, Proceed In Forma Pauperis, Protective Order, and Reassign Case. Below the list are two buttons: "Next" and "Clear".

For demonstration purposes, highlight **Preliminary Injunction** and click on [Next].

**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. Enter the case number in which the document is to be filed**

A new Motions screen opens with a Case Number field. Enter the number of the case in which you are filing a motion and click on [Next].

The screenshot shows the CM/ECF interface with a blue header containing the logo and navigation links for Civil, Criminal, Query, Reports, and UT. Below the header, the word "Motions" is displayed. A "Case Number" field is highlighted in yellow, containing the text "10-101". To the right of the field, a list of valid case number formats is shown: "99-12345, 199-cv-12345, 1-99-cv-12345, 99cv12345, or 199cv12345". Below the field are two buttons: "Next" and "Clear".

If the number is entered incorrectly, click on [Clear] to re-enter. If the computer prompts that you entered an invalid case number, click on [Back] to re-enter.

When the case number is correct, click on [Next].

### 3. Designate the party(s) filing the document

ECF Civil • Criminal • Query • R

**Motions**

[8:00-cv-00101 Solich v. Stoops](#)

If the name of the filer does not appear below click on [Add/Create New Party](#).

Select the Party:

Frank Solich [Plaintiff]  
Bob Stoops [Defendant]

[Add/Create New Party](#)

Next Clear

Highlight the name of the party or parties for which 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 of the group.

After highlighting the parties for which you are filing the motion, click on **[Next]**.

**Note:** If your party does not appear, see the section of this manual titled **Add/Create New Party**.

### 4. Specify the PDF file name and location for the document to be filed

ECF accepts the party or parties you selected and refreshes the screen to display the new Motions screen depicted below. ECF displays a field for locating and entering the PDF document that you are filing in ECF.

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

**CM/ECF**      Civil   •   Criminal   •   Query   •

**Motions**

[8:00-cv-00101 Solich v. Stoops](#)

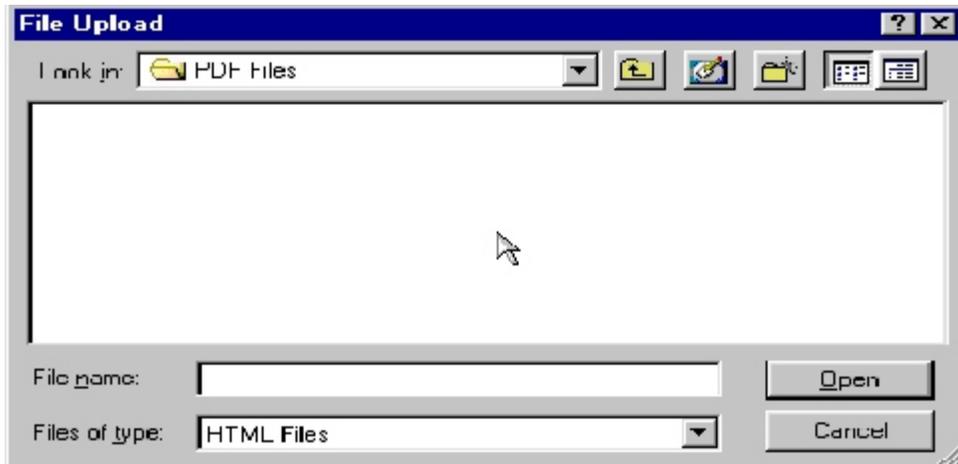
Select the **pdf** document (for example: CA199cv501-21.pdf).

**Filename**

**Attachments to Document:**  No  Yes

Click on [**Browse**]. ECF opens the following screen.



Change the Files of type from:



to:

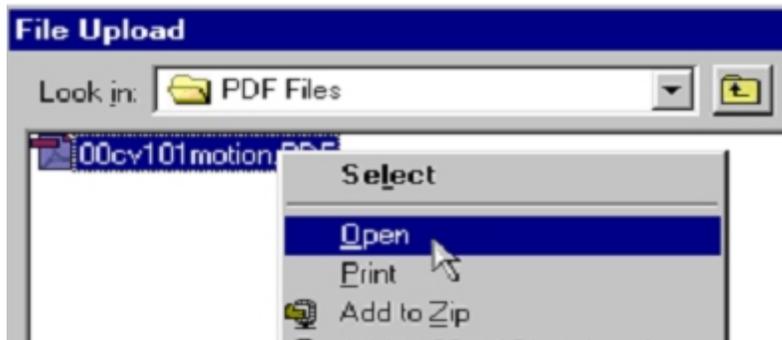


Navigate to the appropriate directory and file name to select the PDF document

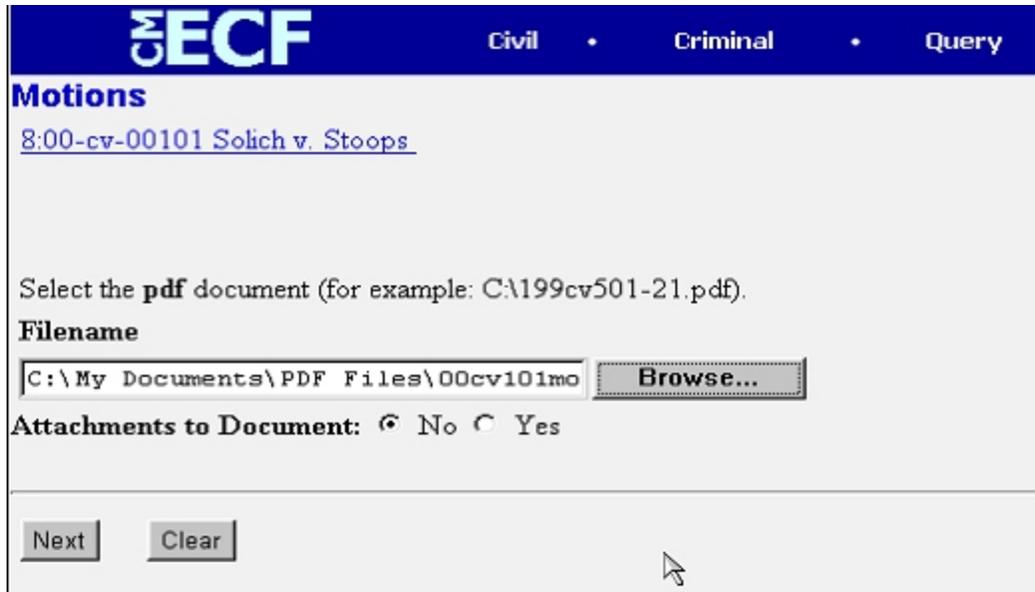
that you wish to file.

Highlight the file to upload to ECF.

**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 the document to verify that it is the correct document.



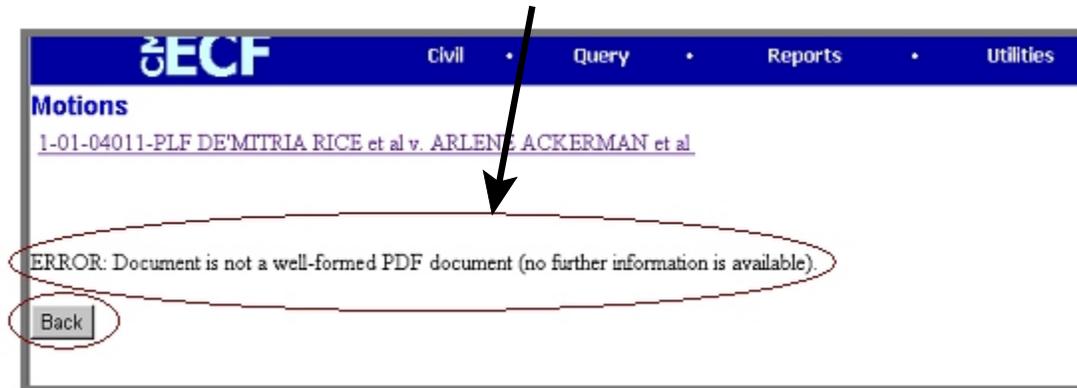
Once you have verified that the document is correct, close Adobe Acrobat and click on **[Open]**. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



If there are no attachments to the motion, click on **[Next]**. A new **Motions** screen opens. Go to Section 6, "**Modify docket text as necessary**," to proceed with your filing.

If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 5, "**Add attachments, if any, to the document 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 **[Next]**.



ECF will not permit you to select a document that is not in PDF format.

Click on **[Back]** and ECF will return to the **Motions** screen. Select and highlight the PDF document you want to file and proceed as before.

#### **Failure to Select A Document to File**

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



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

#### **5. Add attachments, if any, to the document being filed**

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

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

**Motions**  
[8:00-cv-00101 Solich v. Stoops](#)

**Select one or more attachments.**

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

**Filename**

---

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

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

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

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

Click on [**Browse**] to search for the document you want to attach to your motion.

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

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 motion. A new **Motions** screen opens to display the file name of the newly attached document.

**Select one or more attachments.**

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

**Filename**

---

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

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

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

<input type="text" value="C:\My Documents\reclassify_guideline_wo_summons.pdf"/>	<input type="button" value="Add to List"/>
<input type="text"/>	<input type="button" value="Remove from List"/>

Repeat the sequence for each additional attachment.

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

## When attachments and exhibits are in paper format

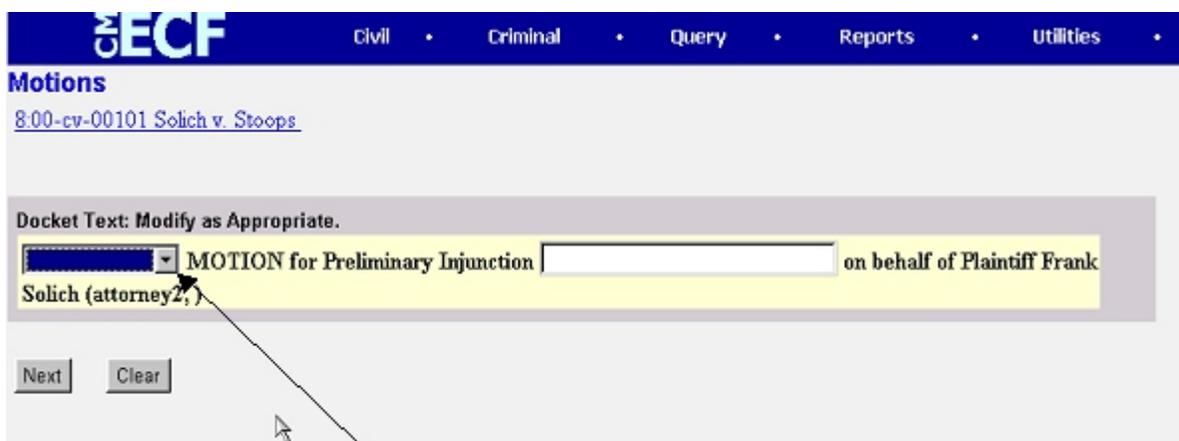
You must submit in electronic form all documents referenced as exhibits or attachments, unless the Court otherwise orders. You are encouraged to submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under the Court's consideration. You should take care to ensure that excerpted material is clearly and prominently identified as such. If you file excerpts of documents as exhibits or attachments, you do so **without prejudice** to your right to timely file additional excerpts or the complete document. Responding parties may also timely file the complete document or additional excerpts that they believe are directly germane to the matter under the Court's consideration. (See section 4.4 of General Order #22).

If an exhibit or attachment is larger than two megabytes (approximately forty-five pages of PDF text), it must be filed electronically in separate two-megabyte segments. A party who believes that a document is too lengthy to electronically image, i.e., "scan," may contact the Clerk's Office for permission to file that document conventionally. The Court's Help Desk is available between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday.

<b>Help Desk - Syracuse</b>	<b>1-315-234-8687</b>
<b>Help Desk - Albany</b>	<b>1-518-257-1815</b>
<b>Help Desk - Utica</b>	<b>1-315-266-1195</b>
<b>Help Desk - Binghamton</b>	<b>1-607-779-2671</b>

For a list of hints and tips for scanning large documents, please consult the Court's webpage at [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov).

### 6. Modify docket text as necessary



The screenshot shows the CM/ECF web interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, and Utilities. Below this, the page title is "Motions" and the case number is "8:00-cv-00101 Solich v. Stoops". The main content area is titled "Docket Text: Modify as Appropriate." and contains a text entry field with the text "MOTION for Preliminary Injunction" followed by a blank space and "on behalf of Plaintiff Frank Solich (attorney2, )". A small dropdown arrow is visible on the left side of the text entry field, and a mouse cursor is pointing at it. Below the text entry field, there are two buttons: "Next" and "Clear".

Click on the arrow shown here to open a modifier drop-down list. Select a modifier if appropriate.

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. Below this, the page title is 'Motions' and the case name is '8:00-cv-00101 Solich v. Stoops'. The main area is titled 'Docket Text: Modify as Appropriate.' It features a dropdown menu on the left with options: First, Second (selected), Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Amended, Consent, Counter, Cross, Emergency, Endorsed, Ex Parte, Final, and Interim. To the right of the dropdown is a text input field containing 'MOTION for Preliminary Injunction' followed by a blank space and 'on behalf of Plaintiff Frank'. An arrow points to this blank space.

Click in the open text area to type additional text for the description of the document.

This screenshot shows the same ECF Motions interface as the previous one, but with the docket text completed. The dropdown menu is now set to 'Second'. The text input field contains 'MOTION for Preliminary Injunction to cease and desist from' followed by a blank space and 'on behalf of Plaintiff Frank Solich (attorney2, )'. Below the text field are two buttons: 'Next' and 'Clear'.

## 7. Submit the document to ECF

Click on **[Next]**. A new **Motions** screen appears with the complete text for the docket report.

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

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

**Motions**  
8:00-cv-00101 Solich v. Stoops

Docket Text: Final Text  
**Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)**

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

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

**Note:** The screen depicted above contains the following warning.  
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  
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 **[Back]** on your browser's toolbar until *you return to the desired screen*.

## 8. Receive notification of electronic filing

ECF opens a new Motions screen displaying an ECF filing receipt.

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

Northern District of New York [TEST]

Notice of Electronic Filing

The following transaction was received from Bartholomew B. Benton entered on 8/13/2003 at 10:49 AM EDT and filed on 8/13/2003

Case Name: Smith v. Packing Corp  
Case Number: [5:03-cv-9999](#)  
Filer: John D. Smith  
Document Number: [183](#)

Docket Text:  
MOTION for Preliminary Injunction by John D. Smith. (dictwgl, )

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

Document description: Main Document  
Original filename: n/a  
Electronic document Stamp:  
[STAMP dcecfStamp\_ID=1051896954 [Date=8/13/2003] [FileNumber=53269-0]  
[6d2a70976fb5941c4d91c3b60e3401e14dd783e314632b8bc1b79b077ce0accff06ab  
28b4b9db4b7e32b0c088eeb8e181bbdc6ba0f1e7587b375c2e51e8ce29b]]

5:03-cv-9999 Notice will be electronically mailed to:

Bartholomew B. Benton jdomurad@nynd.uscourts.gov, ← **Served Electronically**

5:03-cv-9999 Notice will not be electronically mailed to:

Roy Bean  
123 Lone Star Drive ← **Not Served Electronically - Filing user must serve conventionally**  
San Antonio, TX 97587

The screen depicted above provides confirmation that ECF has registered your transaction and that 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. Select **[Print]** on your browser's toolbar to print the document receipt.

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

**Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy this notice 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 e-mail addresses 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 copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

---

## E-Mail Notification of Documents That Were Filed

After a document is electronically filed, ECF sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail 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 document was properly docketed. The Court strongly urges you to copy the **Notice of Electronic Filing** *and* documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the filer's responsibility to send hard copies of the document and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated that they *do not* have e-mail accounts.

## Criminal Events Feature

### Initiating a Criminal Action

The United States Attorney's Office will continue to file its initiating documents in paper form by delivering the necessary documents to any staffed Clerk's Office in person or via United States Mail. The initiating documents and the criminal cover sheet must be submitted to the Court on a 3.5" disk as either .pdf scanned documents or .pdf text documents (if possible, the initiating documents should be .pdf text documents).

After the criminal action has been initiated, all documents must be filed electronically in accordance with General Order #22, **with the following exception**: for security purposes, sealed documents and documents filed in sealed cases must be filed conventionally, i.e., in paper form. These documents will not be scanned into ECF and they will not be available for viewing via PACER until such time as the document or case is unsealed.

### Filing Documents for Criminal Cases

There are ten basic steps involved in filing a criminal document:

- 1) Select the type of document to file (see Attorney Event Menu);
- 2) Enter the case number in which the document is to be filed;
- 3) Designate the defendant(s) to which the filing relates;
- 4) Verify that the case number and caption are correct;
- 5) Designate the party(s) filing the document;
- 6) Specify the PDF file name and location for the document to be filed;
- 7) Add attachments, if any, to the document being filed;
- 8) Modify docket text as necessary;
- 9) Submit the document to ECF;

10) Receive notification of electronic filing.

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



**1. Select the type of document to file**

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

This section of the User's Manual describes the process for filing a **Motion** in ECF.

The process is similar for filing other documents in ECF.

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



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

For demonstration purposes, highlight **Suppress** and click on **[Next]**.

**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. Enter the case number in which the document is to be filed**

A new Motions screen opens with a Case Number field. Enter the number of the case in which you are filing a motion and click on **[Next]**.

If the number is entered incorrectly, click on **[Clear]** to re-enter. If the computer prompts that you entered an invalid case number, click on **[Back]** to re-enter.

When the case number is correct, click on **[Next]**

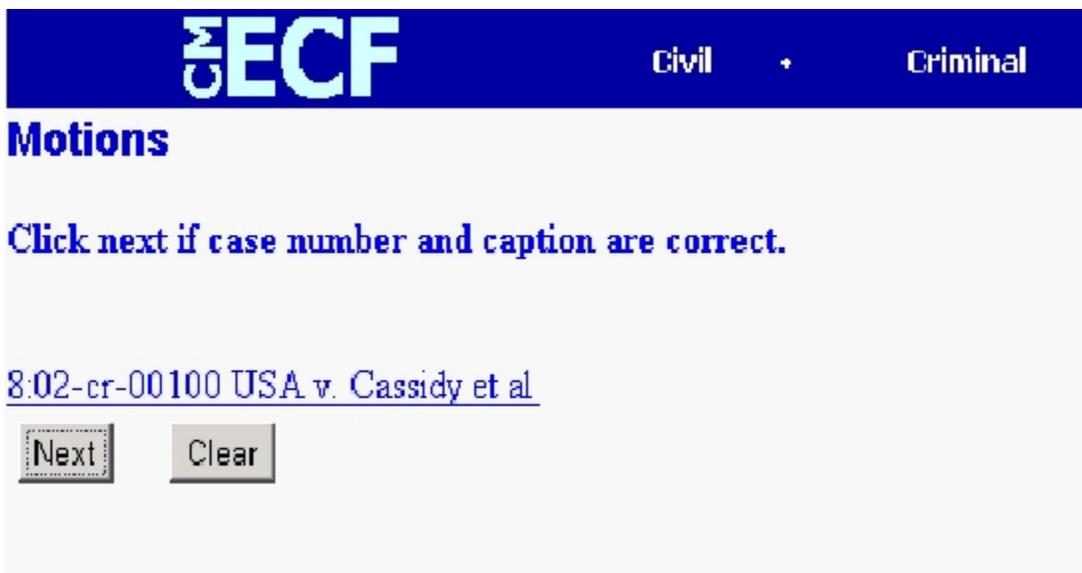
3. Designate the defendant(s) to which the filing relates



The screenshot shows the ECF Motions interface. At the top, there is a blue header with the ECF logo on the left and 'Civil' and 'Criminal' tabs on the right. Below the header, the word 'Motions' is displayed in blue. The main content area is light gray and contains the text 'Select defendants' in italics. Below this, there are three checkboxes: the first is unchecked and labeled '8-02-cr-100-1 - Butch Cassidy', the second is unchecked and labeled '8-02-cr-100-2 - Sundance Kid', and the third is checked and labeled 'All defendants'. At the bottom of the selection area, there are two buttons: 'Next' and 'Clear'.

Click in the boxes to place a check next to each defendant's name to which this filing relates. If it relates to all defendants in the case, check the box for "All Defendants" and leave the other boxes unchecked. When finished selecting defendants, click on [Next].

4. Verify that the case number and caption are correct



The screenshot shows the ECF Motions interface. At the top, there is a blue header with the ECF logo on the left and 'Civil' and 'Criminal' tabs on the right. Below the header, the word 'Motions' is displayed in blue. The main content area is light gray and contains the text 'Click next if case number and caption are correct.' in blue. Below this, the case number and caption '8:02-cr-00100 USA v. Cassidy et al' are displayed in blue and underlined. At the bottom of the verification area, there are two buttons: 'Next' and 'Clear'.

Click on [Next].

5. Designate the party(s) filing the document

Select the Party:



Next

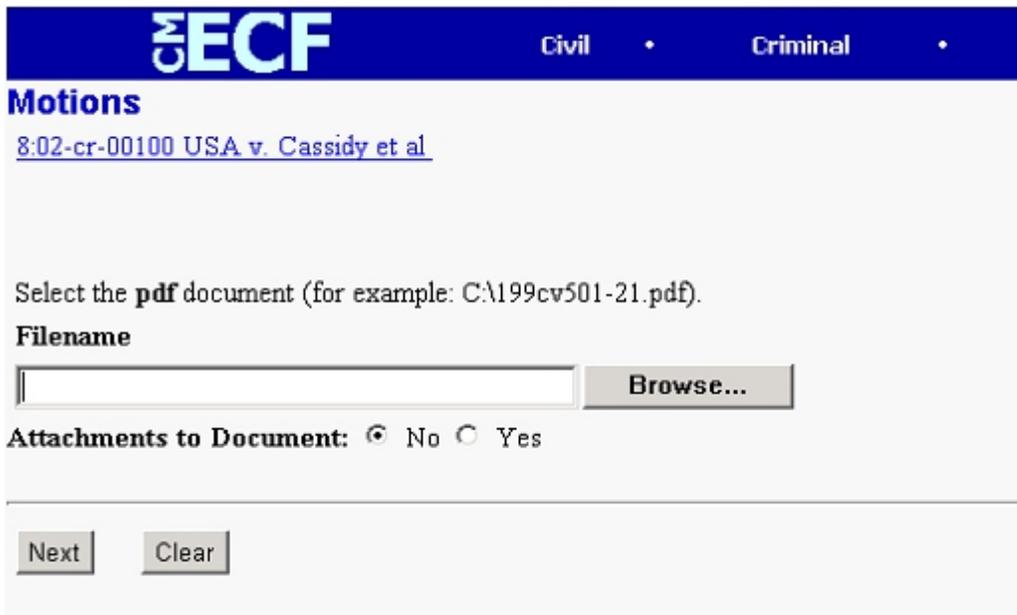
Clear

Highlight the name of the party or parties for which you are filing the motion. Click on [Next].

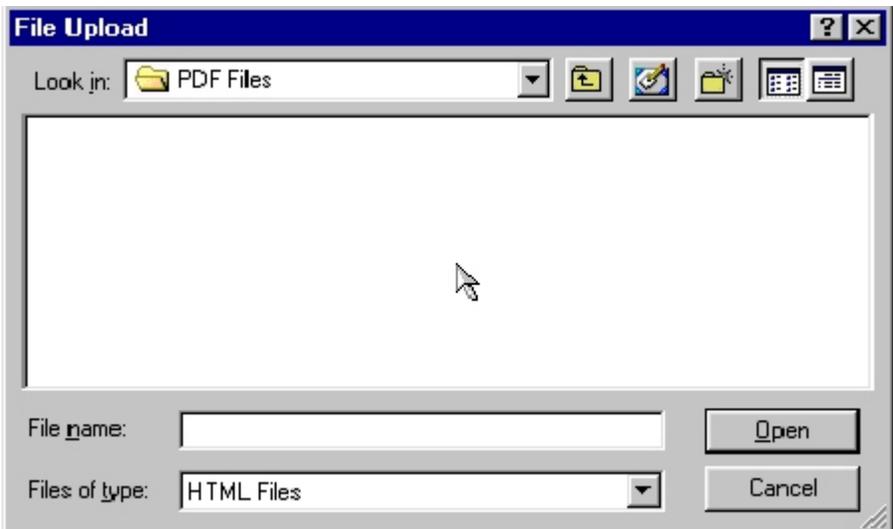
6. Specify the PDF file name and location for the document to be filed

ECF accepts the party or parties you selected and refreshes the screen to display the new **Motions** screen depicted below. ECF displays a field for locating and entering the PDF document you are filing in ECF.

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



Click on [**Browse**]. ECF opens the following screen.



Change the Files of type from:



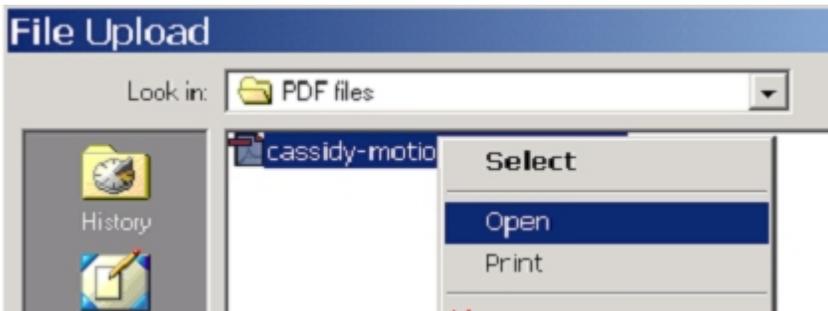
to:



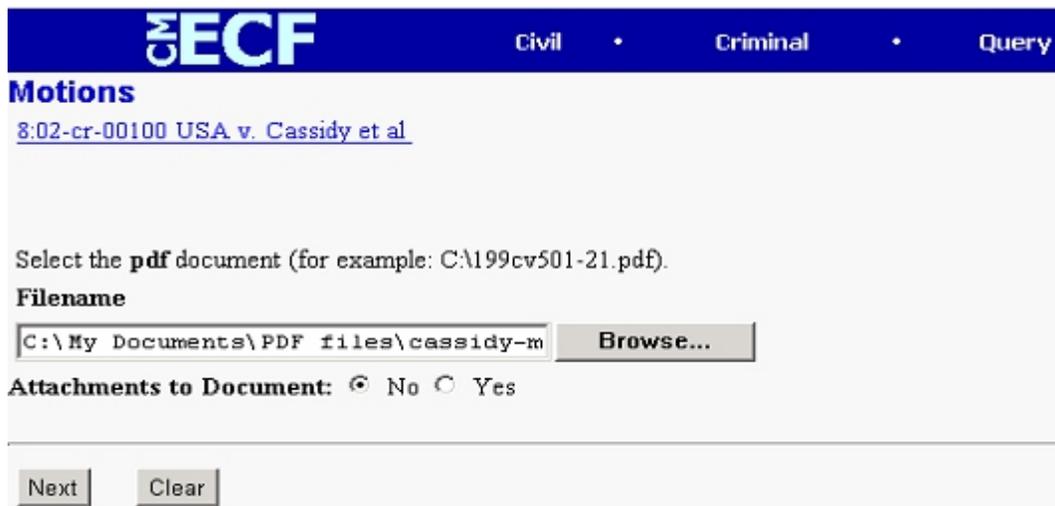
Navigate to the appropriate directory and file name to select the PDF document that you wish to file.

Highlight the file to upload to ECF.

**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 the document to verify that the document is the correct document.



Once you have verified that the document is correct, close Adobe Acrobat and click on **[Open]**. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.

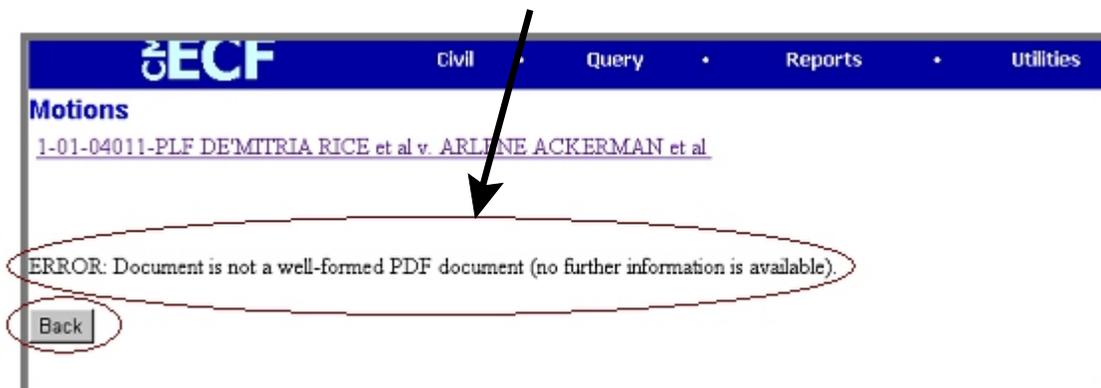


The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page title is "Motions" and the case name is "8:02-cr-00100 USA v. Cassidy et al". The main content area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)." followed by a "Filename" label and a text input field containing "C:\My Documents\PDF files\cassidy-m". To the right of the input field is a "Browse..." button. Below the input field, there is a label "Attachments to Document:" followed by radio buttons for "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

If there are no attachments to the motion, click on **[Next]**. A new **Motions** screen opens. Go to Section 8, "**Modify docket text as necessary,**" to proceed with your filing.

If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 7, "**Add attachments, if any, to the document 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 **[Next]**.



The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links for Civil, Query, Reports, and Utilities. Below the header, the page title is "Motions" and the case name is "1-01-04011-PLF DEMITRIA RICE et al v. ARLINE ACKERMAN et al". The main content area contains an error message: "ERROR: Document is not a well-formed PDF document (no further information is available)." A red oval highlights the error message, and a black arrow points to it from above. Below the error message is a "Back" button, also highlighted with a red oval.

ECF will not permit you to select a document that is not in PDF format.

Click on **[Back]** and ECF will return to the **Motions** screen. Select and highlight the PDF document you want to file and proceed as before.

## Failure to Select A Document to File

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



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

### 7. Add attachments, if any, to the document being filed

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



Click on **[Browse]** to search for the document you want to attach to your motion.

Next to the field for attachment **Type**, click on the arrow and ECF opens a drop-down list. 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 motion. A new **Motions** screen opens to display the file name of the newly attached document.

Repeat the sequence for each additional attachment.

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

### **When attachments and exhibits are in paper format**

You must submit in electronic form all documents referenced as exhibits or attachments, unless the Court otherwise orders. You are encouraged to submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under the Court's consideration. You should take care to ensure that excerpted material is clearly and prominently identified as such. If you file excerpts of documents as exhibits or attachments, you do so **without prejudice** to your right to timely file additional excerpts or the complete document. Responding parties may also timely file the complete document or additional excerpts that they believe are directly germane to the matter under the Court's consideration. (See section 4.4 of General Order #22).

If an exhibit or attachment is larger than two megabytes (approximately forty-five pages of PDF text), it must be filed electronically in separate two-megabyte segments. A party who believes that a document is too lengthy to electronically image, i.e., "scan," may contact the Clerk's Office for permission to file that document conventionally. The Court's Help Desk is available between the hours of 8:30 A.M. and 5:00 P.M., Monday through Friday.

<b>Help Desk - Syracuse</b>	<b>1-315-234-8687</b>
<b>Help Desk - Albany</b>	<b>1-518-257-1815</b>
<b>Help Desk - Utica</b>	<b>1-315-266-1195</b>
<b>Help Desk - Binghamton</b>	<b>1-607-779-2671</b>

For a list of hints and tips for scanning large documents, please consult the Court's webpage at [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov).

## 8. Modify docket text as necessary

ECF Civil • Criminal • Query • Reports • Utilities

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

[ ] MOTION to Suppress [ ] by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

Next Clear

Click on the arrow shown here to open a modifier drop-down list. Select a modifier if appropriate.

ECF Civil • Criminal • Query • Reports • Utilities

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

[ ] MOTION to Suppress [ ] by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

Amended  
Ex Parte  
Final  
Interim  
Joint  
Supplemental

Click in the open text area to type additional text for the description of the document.

ECF Civil • Criminal • Query • Reports • Utilities

Motions

[8:02-cr-00100 USA v. Cassidy et al](#)

Docket Text: Modify as Appropriate.

Amended [ ] MOTION to Suppress Evidence retrieved from D by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)

Next Clear

## 9. Submit the document to ECF

Click on **[Next]**. A new **Motions** screen appears with the complete text for the docket report.

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

wish to alter.

The screenshot shows the ECF (Electronic Case Filing) interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the bar, the page title is "Motions" and the case number is "8:02-cr-00100 USA v. Cassidy et al". A grey box contains the docket text: "Docket Text: Final Text" followed by "Amended MOTION to Suppress Evidence retrieved from Defendant's car by Attorney Luta K. Pleiss as to defendant(s) Butch Cassidy, Sundance Kid. (Pleiss, Luta)". Below this is a red 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." At the bottom of the warning are two buttons: "Next" and "Clear".

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

**Note:** The screen depicted above contains the following warning. 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

- 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 **[Back]** on your browser's toolbar until *you return to the desired screen*.

## 10. Receive notification of electronic filing

ECF opens a new Motions screen displaying an ECF filing receipt.

Notice of Electronic Filing

The following transaction was received from Attorney, Joseph B. entered on 10/8/2003 at 11:39 AM EDT and filed on 10/8/2003

Case Name: USA v. Simpson et al  
Case Number: [1:03-cr-1112](#)  
Filer: Dft No. 2 - Kato Kallen  
Document Number: [142](#)

Docket Text:

MOTION for Bill of Particulars by Kato Kallen. (Attorney, Joseph)

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

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp\_ID=1051896954 [Date=10/8/2003] [FileNumber=54064-0]  
[4095f463d60b579be11dcff6125703744209b9ae554c049dfaaa8eedb754e2361b4e  
31ca566a840ece1fd23481b522ac6e916a8c044f818ec73717d1a9d9324]]

1:03-cr-1112-2 Notice will be electronically mailed to:

Joseph B. Attorney pprice@nynd.uscourts.gov  
Bruce Boivin , pprice@nynd.uscourts.gov;lpayne@nynd.uscourts.gov

**SERVED ELECTRONICALLY**

1:03-cr-1112-2 Notice will not be electronically mailed to:

Eileen Griffin  
Griffin Law Firm

**NOT SERVED ELECTRONICALLY - FILING USER  
MUST SERVE CONVENTIONALLY**

The screen depicted above provides 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.

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

Select **[File]** on your browser's menu bar and choose **Save As** from the drop-down list to save the receipt to a file on the hard drive of your computer.

**Note:** The **Notice of Electronic Filing** represents your Certificate of Service. The Court strongly urges you to copy this notice 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 e-mail addresses 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 copies of the document **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

## E-Mail Notification of Documents That Were Filed

After a document is electronically filed, ECF sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in Criminal cases via the Internet. Attorneys in multi-defendant cases can only view, via the Internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** 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. The Court strongly urges you to copy the **Notice of Electronic Filing** and documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and document from ECF must be made through your PACER account and is subject to regular PACER fees.

**Note:** It is the filer's responsibility to send hard copies of the document and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated that they *do not* have e-mail accounts.

## Add/Create a New Party

In rare cases you may need to add a party to ECF. If the party you represent is not listed in the "Select a Party" screen, click on **Add/Create New Party**. The screen depicted below will appear.



The screenshot shows the ECF interface. At the top is a blue header with the ECF logo on the left and the word "Civil" with a dropdown arrow on the right. Below the header, the text "Search for a party" is displayed. Underneath, there is a label "Last/Business name" followed by a text input field. Below the input field are two buttons: "Search" and "Clear".

You must first perform a search to see if your party is already entered on ECF. Type the first few letters of the party's last name for an individual or the first few letters of the company name. Click on **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click on **[Select name from list]**. Review the party information and select the party's role in this filing. Click on **[Submit]**.

If a match is not found or your party does not appear in the list, click on **[Create new party]**.

ECF displays the following screen.

The screenshot shows the ECF Party Information form for 2/9/2002. The form is titled "Party Information 2/9/2002" and is part of a navigation menu with "Civil", "Criminal", and "Query" options. The form fields are as follows:

Last name	Smith	First name	
Middle name		Generation	
SSN	222-11-1234	Title	
Tax ID		Role	Defendant (dft:pty)
Pro se	no	Office	
Address 1		Address 2	
Address 3		City	
State		Zip	
Country		County	
Phone		Country	
Fax		E-mail	
Party text			
Start date	2/9/2002		

Buttons: Submit, Cancel, Clear

For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop-down list. Click on **[Submit]**.

For an individual, fill out the **Last Name**, **First Name**, **Middle Name**, **Generation (Jr., Sr., etc.)** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop-down list. Click on **[Submit]**.

Leave all other fields blank.

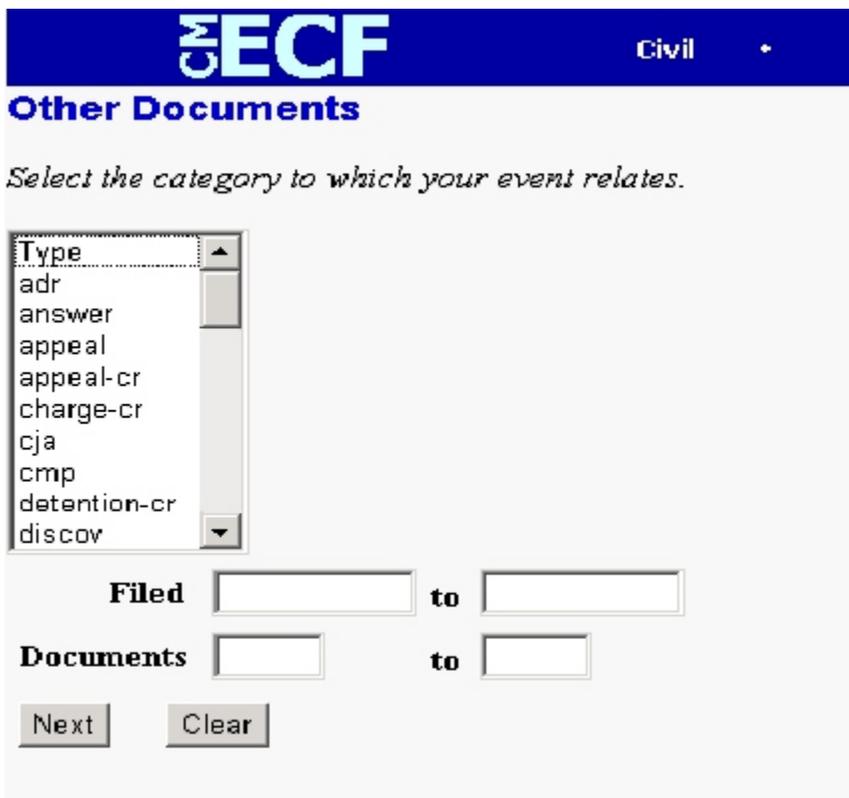
## Linking Documents (Refer to existing event)

Some documents such as Briefs and Indexes should be "linked" to their related documents in the case. When filing these and certain other types of documents, you will be presented with the following screen.



The screenshot shows the ECF interface with a blue header containing the ECF logo and the word "Civil" with a dropdown arrow. Below the header, the title "Other Documents" is displayed. A checkbox labeled "Refer to existing event(s)?" is present, followed by "Next" and "Clear" buttons.

An "event" in ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of "Refer to existing event(s)?" and click on [Next].



The screenshot shows the ECF interface with a blue header containing the ECF logo and the word "Civil" with a dropdown arrow. Below the header, the title "Other Documents" is displayed. A instruction reads: "Select the category to which your event relates." Below this is a scrollable list box titled "Type" containing the following items: adr, answer, appeal, appeal-cr, charge-cr, cja, cmp, detention-cr, and discov. Below the list box are two rows of input fields: "Filed" followed by a text box, "to" followed by a text box, and "Documents" followed by a text box, "to" followed by a text box. At the bottom are "Next" and "Clear" buttons.

This **Other Documents** screen requires that you filter the list of documents in the case by the type of document to which you want to link. The type list appears in alphabetical order. Document types in this list are the same as the types listed in the main filing menu. For example, to link to a Brief, you would choose the type "Oth\_Doc" because Brief appears in the "Other Documents" section of the main

menu. You must choose a type on this screen. You also have the option of entering filed dates or document numbers if you would like to further narrow your search.

Once you select the type of document and click on **[Next]**, you are presented with a list of documents that match your search criteria. For this example we have selected Motion as the type.

**ECF** Civil • Criminal • Query • R

### Other Documents

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

- 05/01/2002 [2](#) MOTION for Preliminary Injunction by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty, )
- 05/01/2002 [3](#) MOTION for Extension of Time by Attorney guestaty on behalf of Defendant Bob Stoops (guestaty, )

Check the box next to the document to which you wish to link and click on **[Next]**.

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

### Query

**Search Clues**

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

or search by

Filed Date  to

Last Entry Date  to

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

or search by

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

First Name  Middle Name

Type

## Query Feature

You can use this feature to query ECF for specific case information. To enter the Query mode, click on **Query** from the **Blue** menu bar of ECF.

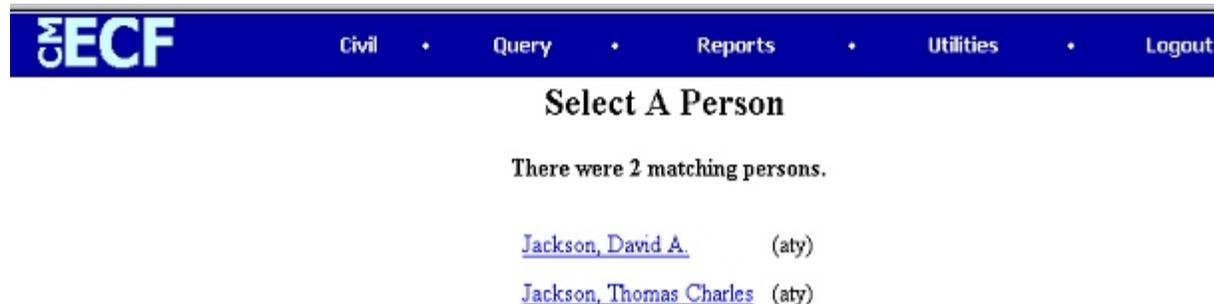
ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query ECF.

**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.

After you enter your PACER login and password, ECF opens the **Query** screen depicted below. If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on **[Run Query]**. ECF opens the **Query** screen depicted in Figure B below.

You may query ECF by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name (Figure A). If you click on the name of the party, ECF will open the **Query** screen depicted in Figure B. 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 B.

**Figure A**



After querying ECF by case number, name, or nature of suit, ECF opens the **Query** screen for the specific case you selected. See Figure B.

You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When you run the query, if there is more than one case that meets those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

## **Figure B**

<p style="text-align: center;"><b>1-01-01465-JR HARRELL V. DISTRICT OF COLUMBIA</b> James Robertson, presiding <b>Date filed:</b> 07/02/2001 <b>Date of last filing:</b> 08/20/2001</p> <p><b>Query</b> <a href="#">Alias</a> <a href="#">Associated Cases</a> <a href="#">Attorney</a> <a href="#">Case Summary</a> <a href="#">Deadline/Hearing</a> <a href="#">Docket Report</a> <a href="#">Filers</a> <a href="#">History/Documents</a> <a href="#">Party</a> <a href="#">Related Transactions</a> <a href="#">Status</a></p>
--

At the top of the screen, 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. 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 in the case.

## 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		

**Flags:** JURY, TYPE-H  
**Party 1:** WAYNE HARRELL (pla)  
**Party 2:** DISTRICT OF COLUMBIA (DFT)

<b>Atty:</b> Ruth Ann Lowery	<b>Represents Party 1:</b> pla	<b>Phone:</b> (202) 789-6064
		<b>Fax:</b> (202) 789-6190
		<b>E-mail:</b> rlowery@bdlaw.com
<b>Atty:</b> David A. Jackson	<b>Represents Party 2:</b> dft	<b>Phone:</b> (202) 724-6618

## Deadlines/Hearings

Produces a screen that allows you to query ECF by various means to obtain hearing and other schedule deadlines.

**Deadlines/Hearings**

Sort by Due/Set

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

Run Query Clear

If you query as illustrated above, ECF opens the following **Deadline/Hearings** screen.

**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
<u>7</u>	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
<u>7</u>	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
<u>7</u>	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
<u>1</u>	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 deadline/hearing that you

selected.

## Docket Report

When you select Docket Report, ECF opens the **Docket Sheet** screen as depicted below.

**ECF** Civil • Criminal  
**Docket Sheet**

Case number

Filed  to

Entered  to

Documents  to

Include terminated parties  
 Include links to Notice of Electronic Filing  
 Include Caption

Sort by

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 docket 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 **[Run Report]**. ECF will run your custom docket report and display it in a window as depicted below.

Filing Date	#	Docket Text
08/14/2003	<a href="#">1</a>	COMPLAINT against Realtors-R-U s ( Filing fee \$ 150 receipt number 375946. ), filed by James A. Zebra.(dictmp, ) (Entered: 08/14/2003)
08/14/2003	<a href="#">2</a>	UNIFORM PRETRIAL SCHEDULING ORDER: Anticipated length of trial: 6 days. Preferred Trial Location: Syracuse, NY. Joinder of Parties due by 9/30/2003. Amended Pleadings due by 9/30/2003. Discovery due by 2/27/2004. Motions to be filed by 5/31/2004. Trial Ready Deadline is 5/31/2004. Deadline for completion of early neutral evaluation is 11/28/2003. Signed by Judge David E. Peebles on 8/13/03. (dictmp, ) (Entered: 08/14/2003)
09/05/2003	<a href="#">3</a>	THIRD PARTY COMPLAINT against XYZ Corp , filed by Realtors-R-U s.(dictmp, ) (Entered: 09/05/2003)
09/05/2003	<a href="#">4</a>	FOURTH PARTY COMPLAINT against Smith's Printing Company , filed by XYZ Corp.(dictmp, ) (Entered: 09/05/2003)
09/10/2003	<a href="#">5</a>	Emergency MOTION for Preliminary Injunction, Emergency MOTION for Temporary Restraining Order by James A. Zebra (Boivin, Bruce) (Entered: 09/10/2003)
09/10/2003	<a href="#">6</a>	Emergency MOTION for Temporary Restraining Order and Preliminary Injunction against Pltf. Zebra by XYZ Corp (Boivin, Bruce) (Entered: 09/10/2003)
09/10/2003	<a href="#">7</a>	ORDER granting <a href="#">5</a> Motion for TRO . Signed by Judge Neal P. McCurn on 9/10/03. (dictmp, ) (Entered: 09/10/2003)
09/10/2003	<a href="#">8</a>	ORDER re <a href="#">5</a> Emergency MOTION for Preliminary InjunctionEmergency MOTION for Temporary Restraining Order filed by James A. Zebra Show Cause Response due by 9/15/2003. Show Cause Hearing set for 9/17/2003 10:00 AM in Syracuse before Senior Judge Neal P. McCurn. Signed by Judge Neal P. McCurn on 9/10/03. (dictmp, ) (Entered: 09/10/2003)
09/10/2003	<a href="#">9</a>	ORDER TO SHOW CAUSE granting <a href="#">6</a> Emergency MOTION for Temporary Restraining Order and scheduling hearing on Motion for Preliminary Injunction against Pltf. Zebra Show Cause Hearing set for 9/17/2003 10:00 AM in Syracuse before Senior Judge

The document numbers in the second column of docket report 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 that document.

## History/Documents

ECF allows users to query 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 below. 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.

After making your selections, click on **[Run Query]**. ECF queries the database and builds your report. The next figure 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.

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 mcsmtaX	34	
Docket Text: MEET AND CONFER STATEMENT. (Lowery, Ruth)						
7	Filed: 08/20/2001 Entered: 08/20/2001	Scheduling Order		order scho	36	
Docket Text: 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	
Docket Text: 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 mctrg	32	
Docket Text: 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	
Docket Text: 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	

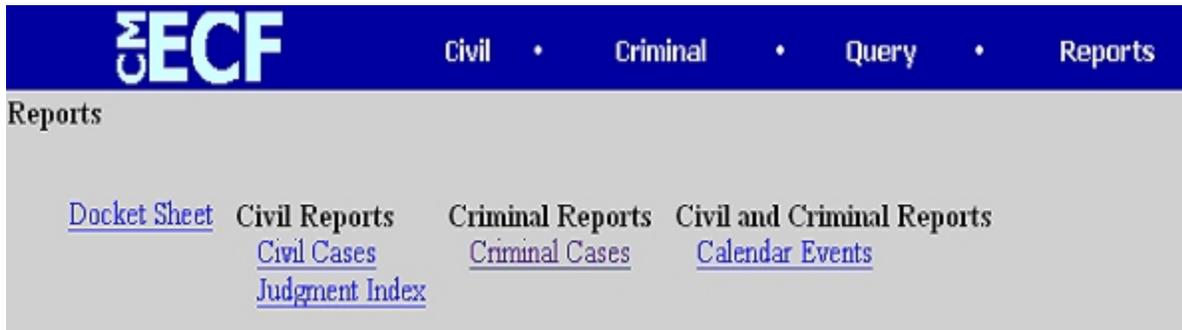
You may view a PDF file of an actual document by clicking on the document number in the far-left column of the onscreen report.

## Other Queries

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

## Reports Feature

ECF's Reports Feature provides you with several report options. After selecting the Reports Feature from the **Blue** menu bar, ECF opens the **Reports** screen depicted below.



If you select Civil Cases, Criminal Cases, Judgment Index or Docket Sheet from the screen above, 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 on the **Reports** screen and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on **[Login]** and ECF will open the Docket Sheet screen depicted below.

This is the same query window that ECF 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 **[Run Report]**. ECF will display a full docket sheet for the case you selected. See the **Query** feature section of this manual 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 filed/entered 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 ECF to locate cases electronically filed within a specific date range, or by "Nature of suit" and "Cause." When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

The screenshot shows the ECF Civil Cases Report query interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar is the title "Civil Cases Report". The main area contains several input fields and dropdown menus:

- Office:** A dropdown menu with "Albany" and "Binghamton" options.
- Judge:** A dropdown menu with "Cholakis, Con G." and "DiBianco, Gustave J." options.
- Case type:** A dropdown menu with "Civil" and "Miscellaneous" options.
- Case flags:** A dropdown menu with "ADR" and "APPEAL" options.
- Nature of suit:** A dropdown menu with "0 (zero)" and "110 (Insurance)" options.
- Cause:** A dropdown menu with "0 (No cause code entered)" and "02:0431 (02:431 Fed. Election...)" options.
- Filed:** Two date input fields, both set to "7/14/2003" and "8/13/2003" respectively.
- Entered:** Two date input fields, both set to "7/14/2003" and "8/13/2003" respectively.
- Closed:** Two empty date input fields.
- Terminal digit(s):** A text input field containing "2,47".
- Open cases:** A checked checkbox.
- Closed cases:** An unchecked checkbox.
- Sort by:** A dropdown menu set to "Case Number".

At the bottom of the form are two buttons: "Run Report" and "Clear".

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

Enter the range of case filing dates for your report and select a "Nature of suit" or "Cause" if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF. This picture depicts part of a report of all cases filed in ECF at the U.S. District Court from 7/14/2003 to 8/13/2003.

 <span style="float: right;">Civil * Criminal * Query * Reports * Utilities *</span>				
Civil Cases Report				
U.S. District Court [TEST] -- Northern District of New York [TEST]				
Filed Report Period: 07/14/2003 - 08/13/2003				
Entered Report Period: 07/14/2003 - 08/13/2003				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
<a href="#">3:03-cv-00637-TJM-GLS</a> Rothwell v. Chenango Co. NYS A.R.C. Pension Plan et al	Filed: 07/15/2003		29	<i>Cause:</i> 29:1132 E.R.I.S.A. -Employee Benefits <i>NOS:</i> Labor; E.R.I.S.A. <i>Office:</i> Binghamton <i>Presider:</i> Thomas J. McAvoy <i>Referral:</i> Gary L. Sharpe <i>Jury demand:</i> None
<a href="#">6:03-cv-00007-DNH-DEP</a> Jones v. Evans	Filed: 07/15/2003		29	<i>Cause:</i> 28:1332 Diversity-Product Liability <i>NOS:</i> Tort Product Liability <i>Office:</i> Utica <i>Presider:</i> David N. Hurd <i>Referral:</i> David E. Peebles <i>Jury demand:</i> Both
<b>Total Number of Cases Reported: 2</b>				
Selection Criteria for Report				
Office	All			
Case Type	All			
Nature of Suit	All			
Judge	All			
Cause	All			
Filed Date	07/14/2003 - 08/13/2003			
Entered Date	07/14/2003 - 08/13/2003			
Closed Date	All			
Case Flags	All			

The far-left column of the Cases Filed Report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the Docket Sheet 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 you with the means to maintain your account in ECF and to view all of your ECF transactions.



### Your Account

This section of the **Utilities** Feature provides you with 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** screen.

This screen displays all of the registration information that is contained within ECF for your account with the Court, including your bar roll number and bar status. The information shown on this screen reflects the most current profile information the Court has on record for the Filing User. Filing Users do not have the ability to modify this information online. If you need to change any of the

information displayed on this screen, you must submit an attorney registration form to the Clerk's Office requesting that the information be modified. Attorney registration forms are available on the Court's webpage at [www.nynd.uscourts.gov](http://www.nynd.uscourts.gov).

Clicking on [E-mail information] opens the following screen.

E-mail information for was

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

From the screen depicted above, enter a check mark by clicking on the box to the left of the line, which reads "**to these additional addresses.**"

Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters or approximately ten e-mail addresses.

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

Select the format of the ECF notices by selecting your choice from the bottom of the screen next to "Format Notices."

If you wish to enter completely new information about your account, click on **[Clear]** to clear the fields on this screen.

After updating your account information, click on **[Return to Account screen]** to return to your **Maintain User Account** screen.

To edit or view login information about your account, select **[More user information]** from the **Maintain User Account** screen. ECF opens the screen depicted below.

**ECF** Civil • Criminal •

More User Information for Bruce Boivin

Login  Last login 08-13-2003 13:50

Password  Current login 08-13-2003 13:50

Prid 157 Create date 07/10/2003

Registered Y Update date 07/10/2003

Groups Attorney

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 **[Return to Account screen]** 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 **[Submit]** 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 your password, you may begin using the new password during your next ECF session.

### View Your Transaction Log

From the **Utilities** screen, click on **[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 **[Submit]**. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria.

Transaction Log				
Report Period: 08/16/2001 - 09/04/2001				
<b>Id</b>	<b>Date</b>	<b>Case Number</b>	<b>Text</b>	
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 by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty 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 to cease and desist from assigning plaintiff to work as a cafeteria monitor 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 to cease and desist the assignment of plaintiff to cafeteria monitor 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 Pnd: 2231	
3431	09/04/2001 14:21:27		Updated user record: shortw 2231	
<b>Total Number of Transactions: 11</b>				

Use this feature of ECF to review your transactions and to verify that all of the transactions you entered are reflected in the Transaction Log and that no unauthorized individuals have entered transactions into ECF using your login and password

## 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.

## Emergency Motions (Orders to Show Cause)

ECF allows you to file emergency motions (Orders to Show Cause) electronically. The process to file an emergency motion is very similar to that of a regular motion depicted previously in this manual. The procedure to file an Emergency Motion is illustrated below.

### 1. Select the type of document to file

Select **Civil** or **Criminal** from the **Blue** menu bar at the top of the ECF screen.

### 2. Select Emergency Motion

Click on **Emergency Motions (Orders to Show Cause)**, under Motions and Related Filings



A screen containing a reminder regarding the provisions of Local Rule 7.1(e) will appear.

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

### Emergency Motions

**IMPORTANT:** Parties wishing to file an Emergency Motion (Order to Show Cause) must conform to the requirements set forth in Local Rule 7.1(e) which mandates that an attorney file an affidavit showing good and sufficient cause why the standard notice of motion procedure cannot be used. Immediately after filing the Emergency Motion, parties must telephone the chambers of the presiding judge informing them that an Emergency Motion has been filed. The telephone numbers for the chambers of all judicial officers of the Northern District can be obtained from the Court web page at [www.nyd.uscourts.gov](http://www.nyd.uscourts.gov).

If the Emergency Motion is granted, the presiding judicial officer will set a briefing schedule for the Emergency Motion.

Next Clear

Click on [Next].

### 3. Select the Relief being requested

The **Emergency Motions** screen will appear. Scroll through the menu until you find the type of emergency relief you are requesting. (Temporary Restraining Order, Preliminary Injunction or both).

**ECF** Civil • Criminal

### Emergency Motions

Pick the emergency relief(s) requested from the list below.

Preliminary Injunction  
Temporary Restraining Order

Next Clear

4. Enter the case number in which the document is to be filed;
5. Designate the party(s) filing the document;
6. Specify the PDF file name and location for the document to be filed;
7. Add attachments, if any, to the document being filed;
8. Modify the docket text to reflect that this is an Emergency Motion;
9. Submit the document to ECF;
10. Receive the notification of electronic filing.

Note that when filing an **Emergency Motion**, the filing party is not required to select a return date for the motion. After the motion has been filed, the presiding Judicial Officer will set a return date and briefing schedule as appropriate.

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## Additional Information Regarding ECF

### Sealed Documents

Continue to file sealed documents at the Clerk's Office in accordance with the existing practices and procedures for conventional filing.

### Technical failures

#### Technical failures of ECF

The Clerk's Office shall deem the Court's ECF site to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 10:00 a.m. that day. Known systems outages will be posted on the Court's webpage, if possible.

If the Court's ECF site experiences a technical failure, a Filing User may submit documents to the Court that day in an alternative manner provided that the documents are accompanied by the Filing User's affidavit stating that the Filing User attempted to file electronically at least two times in one hour increments after 10:00 a.m. that day. The Filing User may bring the document to the Clerk's Office on paper accompanied by a 3.5" disk which contains the document in .pdf format.

A Filing User whose filing is untimely as a result of a technical failure of the Court's ECF site may seek appropriate relief from the Court. However, Filing Users are cautioned that, in some circumstances, the Court lacks the authority to grant an extension of time to file (e.g., Rule 6(b) of the Federal Rules of Civil Procedure).

#### Technical failure of the Filing User's system

Problems with the Filing User's system, such as phone line problems, problems with the Filing User's Internet Service Provider ("ISP"), or hardware or software problems, will not constitute a technical failure under these Administrative Procedures nor excuse an untimely filing. A Filing User who cannot file documents electronically due to a problem on the Filing User's system must file the documents conventionally along with an affidavit explaining the reason for not filing the documents electronically.

### Logout

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

