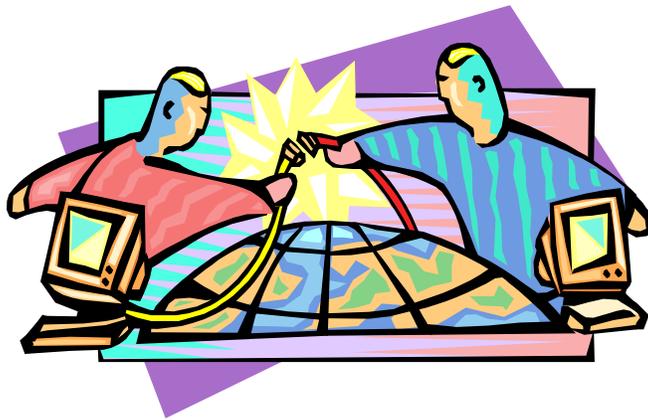


# ELECTRONIC CASE FILING CM/ECF



## User's Manual

U.S. District Court, Eastern District of Washington

Help Desk: 1-866-255-0650

CM/ECF Server: [ecf.waed.uscourts.gov](http://ecf.waed.uscourts.gov)

Internet site: [www.waed.uscourts.gov](http://www.waed.uscourts.gov)

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# **Electronic Case Filing System**

## **User's Manual**

(Revised: August 31, 2004)

### **Introduction**

This manual provides instructions on how to use the Case Management/Electronic Case Filing System (ECF) to file documents with the court, or to view and retrieve docket sheets and documents for all court cases.

### **Capabilities**

ECF allows registered participants with Internet accounts and browser software to perform the following functions:

- View, download or print court files from your desktop
- Receive instant notification of filed documents via your email system
- File documents electronically 24x7
- View reports on case filings, judgments filed, and court calendars
- Maintain and monitor your ECF account.
- Use online training options that include:
  - Web-based tutorial
  - Training database
  - On-line user manual, procedures manuals, and tip guides

### **Help Desk**

Contact the Court's Help Desk between the hours of 8:00 A.M. and 5:00 P. M., Monday through Friday, if you need assistance using ECF.

**Toll Free Help Desk    1-866-255-0650**

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## Hardware and Software Requirements

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

- A personal computer running a Windows or MacIntosh operating system.
- An Internet browser certified to work with ECF. The currently approved browsers are Netscape Navigator 4.7x and 7, or Internet Explorer 5.5 - 6.0
- Internet access. High speed access is suggested. Note that in testing we find it can take 8 minutes to download a 2 megabyte document over a dial-up connection.
- PDF creation software, to translate a word processing or scanned document into PDF format. Adobe Acrobat is a full-featured PDF creation software package, but there are other programs that produce PDF files as well. Some are free. Some word processors have built-in PDF creators.
- PDF viewer to look at PDF documents. PDF creation software mentioned above will handle viewing as well. For computers where the user does not need to produce PDF documents, but does need to view them, a free viewer is available from Adobe -- see [www.adobe.com](http://www.adobe.com).
- Get familiar with scanning exhibits/attachments. Once the court starts requiring e-filing, any paper attachments you wish to submit must be scanned and converted to PDF files. If you already have a scanner, try scanning a typical attachment to determine if the speed and paper handling are adequate. To minimize file size, we suggest scanner settings of 'black and white', with 200 dpi resolution.

**Registration** - ECF requires you to have the following **two** registrations:

### Registration for ECF

Participants will need to register with the U.S. District Court, Eastern District of Washington to receive a login and password for the ECF system. Registration forms can be obtained on our web site at [http://www.waed.uscourts.gov/attorney/reg\\_form.PDF](http://www.waed.uscourts.gov/attorney/reg_form.PDF)

Completed registration forms should be mailed to:

U.S. District Court - Eastern Washington

P.O. Box 1493

Spokane, WA 99210-1493

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by email. **An attorney's login and password take the place of his/her signature in validating documents to be filed with the court.**

Special procedures apply to documents requiring signatures other than the filing attorney's signature. See Appendix B regarding how signatures should be represented in documents and the special handling required for documents with signatures other than the filers'.

Signing up for ECF also commits an attorney to accepting service of documents electronically. All orders from the court will be sent electronically, as will service by other ECF participating attorneys.

## **PACER Registration**

ECF users must have a Federal Court PACER account in order to view case documents and 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 <https://pacer.psc.uscourts.gov/regform.html>. Signing up for PACER is free. The cost for viewing documents in PACER is \$.07 per virtual page.

## **Portable Document Format (PDF) - Tips**

Documents filed with the court must be converted to PDF format. The PDF format preserves the look of the original document, without requiring the person viewing the document to have a particular kind of word processing software installed. The following tips focus on Adobe Acrobat software. Adobe developed the PDF document standard. However, many other PDF writers are on the market.

Once a PDF writer is installed on your system, you can convert Word, WordPerfect or other word processing documents to PDF documents, by pulling the document up in your wordprocessor, then 'printing' it to a PDF printer. Despite the 'print' name, this process actually creates a PDF file, suitable for e-filing with the court.

The following are directions for creating a PDF document from a word processing document. To follow these directions, you must have Adobe Acrobat or some other PDF writer installed on your computer.

Documents filed in ECF can be no larger than 2 megabytes each. Most documents created in a wordprocessor will be smaller than 2 megabytes. Some documents to be filed (especially those created by scanning paper exhibits or attachments) may need to be split into separate files to meet the size limit. See appendix A for guidelines about the size of typical files.

### **Setting up Acrobat to work with ECF**

If you are using Acrobat 6.0 you will want to make the PDF versions compatible with versions 4.0 and 5.0, because many users still use these versions. Here is how to make Acrobat 6.0 compatible with 4.0 and 5.0.

- 1) Start Acrobat 6.0
- 2) Click on **Advanced / Acrobat Distiller**
- 3) In Acrobat Distiller change:  
Default Settings: **Smallest File Size**
- 4) Then in Acrobat Distiller click on **Settings / Edit Adobe PDF Settings**
- 5) Change:  
Compatibility: **Acrobat 4.0 (PDF 1.3)**
- 6) Click on **OK**
- 7) The 'Save Adobe PDF Setting As' dialog box appears with 'Smallest File Size (1)' in the File name window. Click on **Save**.
- 8) Exit Acrobat Distiller

### **Pick a Standard Font**

Two good fonts to use are Courier (12 pt) and Times New Roman (14 pt). It is better to minimize the number of fonts that are used in each document. Tests have shown that True Type fonts increase the size of the document. To set the default font click on **File / Document / Default Font**.

## Avoid Pagination Problems

Set Adobe PDF Writer as the default printer BEFORE opening the WordPerfect (or Word) document.

Pagination, fonts, spacing or other formatting problems can occur if a document is initially prepared with some other printer specified. This might require further proofreading and further editing. To keep PDF pagination problems from occurring during creation of a WordPerfect / Word document, click **File / Print** and then choose **Adobe PDF** as your Printer BEFORE you begin to compose or edit your document. This will make Adobe PDF the default printer for this document and the pagination will occur as you work on the document.

## Creating a PDF Document

- 1) Open your WordPerfect or Word document.
- 2) Select **File / Print** from the menu bar, or <CTRL> P. The Print dialog box appears.
- 3) Select the drop-down arrow at the current printer field and select Adobe PDF.
- 4) Select the **Print** button to convert the document to PDF. The **Save As** dialog box appears.
- 5) Select the drop-down button in the Save in: field to select where (destination) you want to save the file. (Example: C:\My Documents)
- 6) Type the file name.
- 7) Ensure that the Save as type field displays the option PDF Files (\*.PDF)
- 8) Select the **Save** button. Adobe creates a PDF version of the document and shortly displays it. Your original WordPerfect / Word document is still retrievable.

## Embedding Fonts

If you use a font that Acrobat does not recognize you will get the following error message:

*'Cannot find or create the font 'WPIconicSymbolsA' (or some other font). Some characters may not display or print correctly.'*

The WPIconicSymbolsA font is commonly used for the § and ¶ symbols. To keep this error from occurring you must make sure to embed the fonts in the document, so that Acrobat will recognize them.

### **To embed fonts in a PDF file in WordPerfect**

- 1) Click **File / Publish to / PDF**
- 2) Click the **Objects** tab
- 3) Enable the **Embed fonts in document** check box

### **To embed fonts in a PDF file in Acrobat 6.0**

- 1) Click on **Advanced / Acrobat Distiller / Settings /Edit Adobe PDF Settings...**
- 2) Click on the **Fonts** tab.
- 3) Place a check in the **Embed all fonts** check box.

### **PDF Documents and Privacy Concerns**

With documents you create, the safest way to redact personal identifiers is to partially redact sensitive information when creating the word processing document. Do not rely on electronic redaction of the PDF image, which may be removed by a someone with the proper software.

Local Rules require that filers protect privacy by deleting all but -

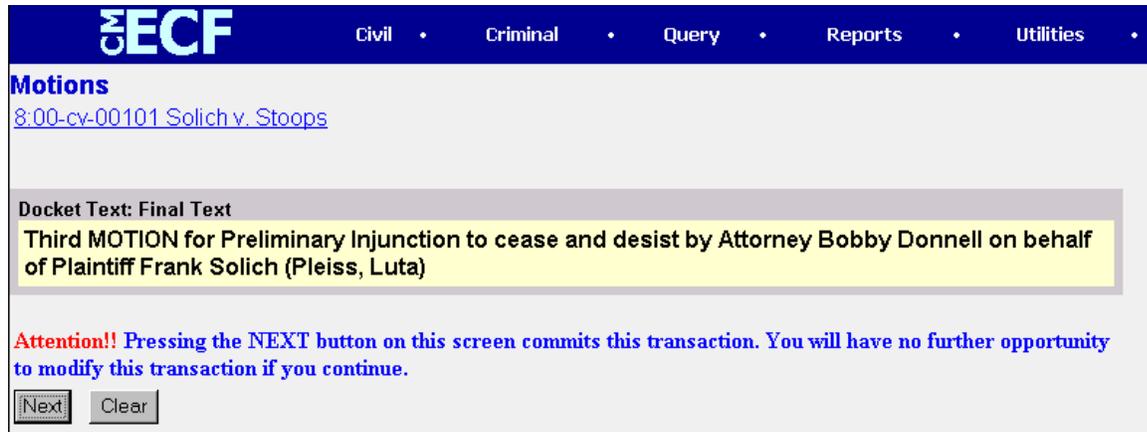
- last four digits of Social Security numbers
- initials of a minor child
- last four digits of financial account numbers
- year for dates of birth
- city and state for home addresses in criminal cases

See Civil Procedures Manual, II(I), page 17, and Criminal Procedures Manual, II(I), page 15 for details.

### **Navigating in ECF**

- [Next] tells the program to take your data entry and proceed to the next step.
- [Clear] empties data entry boxes on the current screen.
- [Back] moves you back a program screen. Hitting the back button on your browser will do this also.

- If you are in mid-transaction and want to start over, just click on the appropriate menu (Civil, Criminal, etc) and begin again. Data you enter into the system is saved only after you complete the last step in the filing process. *See below.*



The screenshot displays the CM/ECF web interface. At the top, a dark blue navigation bar contains the CM/ECF logo on the left and menu items for Civil, Criminal, Query, Reports, and Utilities on the right, separated by small white dots. Below the navigation bar, the page title "Motions" is displayed in blue. Underneath, a blue hyperlink reads "8:00-cv-00101 Solich v. Stoops". A light gray box contains the text "Docket Text: Final Text" followed by a yellow highlighted box with the text "Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)". Below this, a red and blue warning message 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 left, there are two buttons: "Next" and "Clear".

## A Step-By-Step Guide

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

### How to Access the ECF System

- Internet address to access the U.S. District Court, Eastern District of Washington's ECF document filing system: **[ecf.waed.uscourts.gov](http://ecf.waed.uscourts.gov)**. Click on **Eastern District of Washington-Document Filing System** to open the login screen and login to ECF.
- Users can access the **Training** Database by going to **[ecf-train.waed.uscourts.gov](http://ecf-train.waed.uscourts.gov)**
- Information about ECF including new Civil and Criminal Procedures, is available at: **<http://www.waed.uscourts.gov/cmecf/default.html>**
- Or, you may go to the Eastern District of Washington's general information web site at **[www.waed.uscourts.gov](http://www.waed.uscourts.gov)**, then click on the **Case Management/Electronic Case Filing** hyperlink.

## Logging In

### 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.

In the future 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.*

Note: All ECF login names and passwords are case sensitive.

- To **file a document or to maintain your account**, use your ECF login and password at the login screen.
- To **query your case or any other case in the court**, login using your PACER login. You will be charged a fee to view ECF case dockets and documents. Charges accrue to your PACER account at the rate of 7 cents a virtual page.

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



**U.S. District Court  
Version 1 (RC2) - District of Nebraska**

*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 Rules of Civil Procedure # 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.*

*Welcome to the U.S. District Court for the Version 1 (RC2) - District of Nebraska 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.*

*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.*

[Netscape/PDF Settings](#)

Last login: 01-24-2002 11:49

19September2001

Note: The date *you last logged into the system* 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 an unauthorized party is using your login and password, please telephone the court's Help Desk 1-866-255-0650 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 documents, motions, and other court documents.
- Criminal- Select Criminal to electronically file all criminal case documents, motions, and
- Query- Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to PACER before you can query ECF.
- Reports- Choose Reports to retrieve docket sheets and cases-filed reports. 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- Allows you to exit from ECF and prevents further filing with your password until the next time you log in. Logout at the conclusion of your filing session.

## **Certificate of Service**

A Certificate of Service must accompany each document filed. Complete your Certificate of Service form, prior to filing your document. The Certificate may be filed as the last page of the document, or it may be created separately and attached to the document being filed. Save the certificate in PDF format as you would any other document to be filed.

The information to complete the certificate is available by logging in to the ECF system, going to Utilities, Mailings, Mailing Information for a Case. There will be a listing of parties to be noticed electronically, and parties that must be noticed by mail. Use this information to complete your Certificate of Service.

## **Filing a Motion in a Case**

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 type of document.

### Steps to Follow

- 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. Examples might be Certificate of Service, or exhibits;
- 6) Modify docket text as necessary;
- 7) Submit the document to ECF;
- 8) Receive notification of electronic filing;
- 9) Paper notice any attorneys not currently registered for emailing of notices.

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

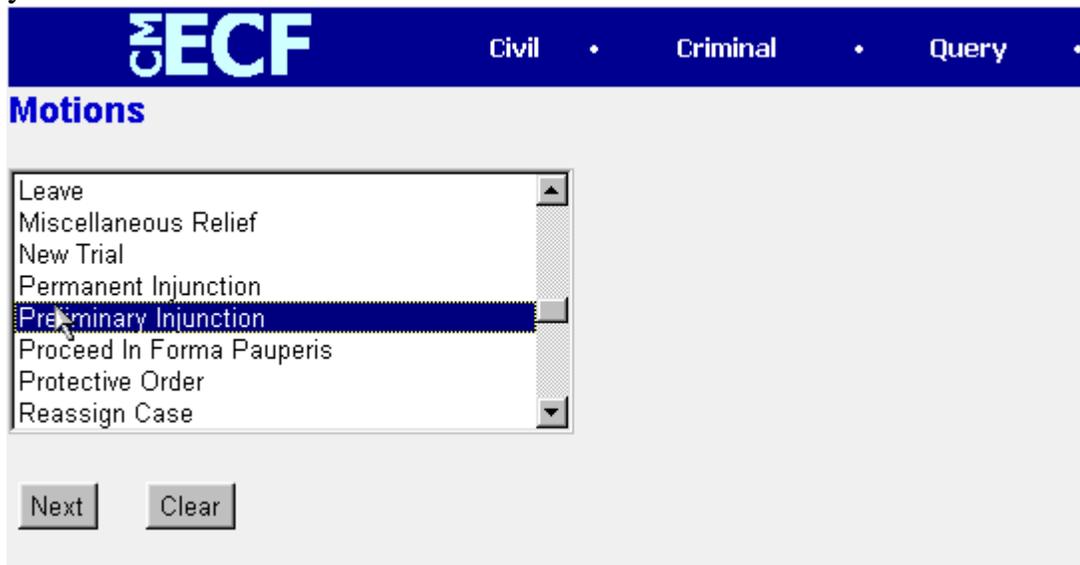
## 1. Select the type of document to file

Select Civil or Criminal from the blue menu bar at the top of the ECF screen. The Event 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**



Scroll through the menu until you find the type of motion or application you wish to file.

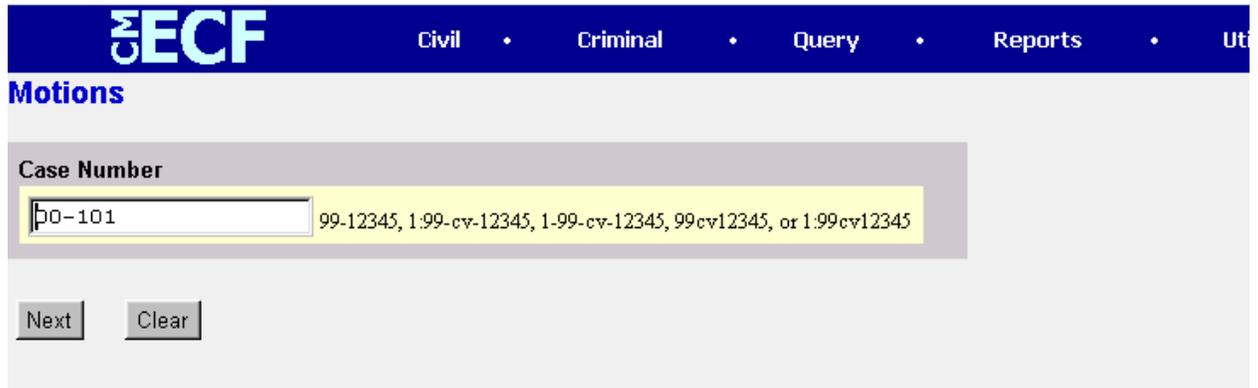


For demonstration purposes, highlight Preliminary Injunction and click on [Next].

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.

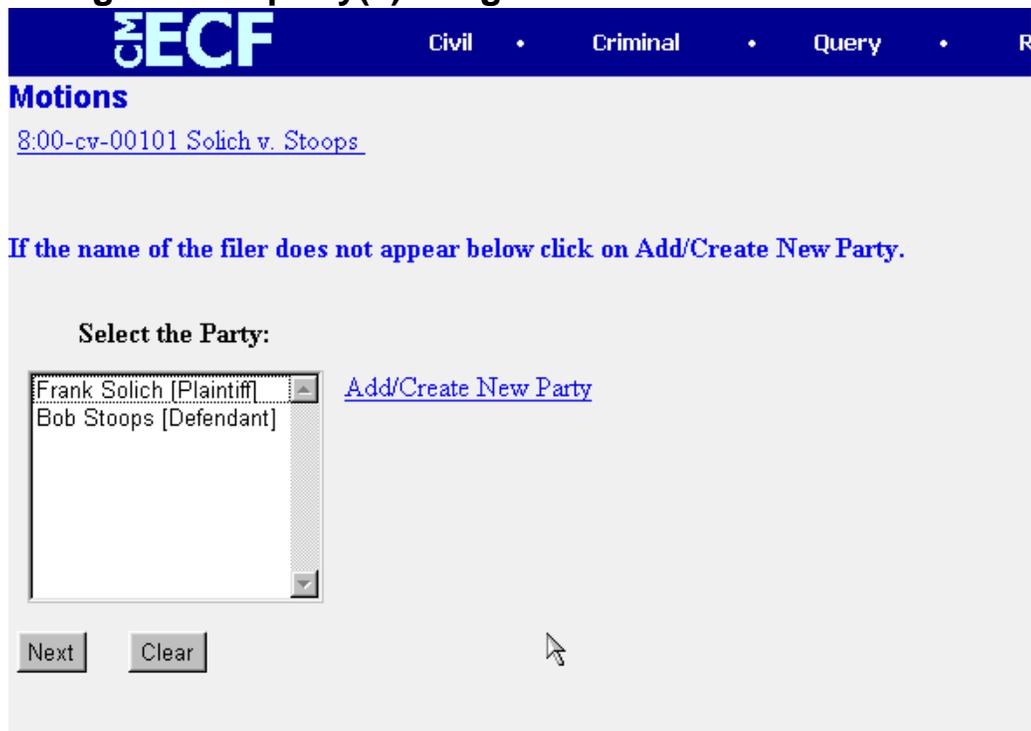
Enter the number of the case for which you are filing a motion and click on [Next].



The screenshot shows the ECF Motions page. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, and Ut. Below the navigation bar, the word "Motions" is displayed. The main content area features a "Case Number" section with a text input field containing "00-101". To the right of the input field, there is a list of acceptable case number formats: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field, there are two buttons: "Next" and "Clear".

Click 

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



The screenshot shows the ECF Motions page. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, and R. Below the navigation bar, the word "Motions" is displayed. The main content area shows the case number "8:00-cv-00101 Solich v. Stoops" and a blue link "Add/Create New Party". Below this, there is a section titled "Select the Party:" with a dropdown menu. The dropdown menu is open, showing two options: "Frank Solich [Plaintiff]" and "Bob Stoops [Defendant]". To the right of the dropdown menu, there is a blue link "Add/Create New Party". Below the dropdown menu, there are two buttons: "Next" and "Clear".

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 your party does not appear, see the section of this manual titled Add/Create New Party, page 20.

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

**ECF** Civil • Criminal • Query •

### Motions

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

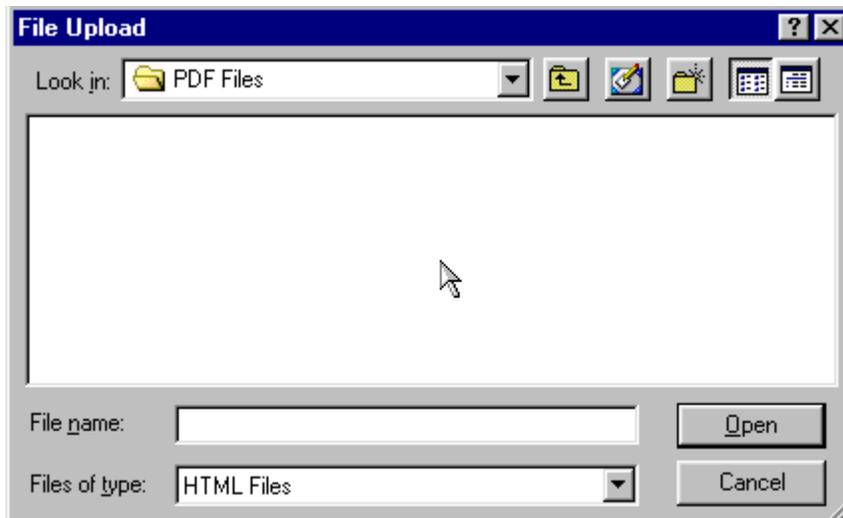
Select the **pdf** document (for example: C:\199cv501-21.pdf).

**Filename**

Attachments to Document:  No  Yes

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

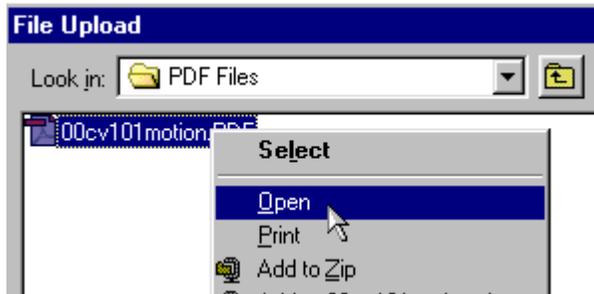


- Change the Files of type from 'HTML Files' to 'All Files \*.\*'

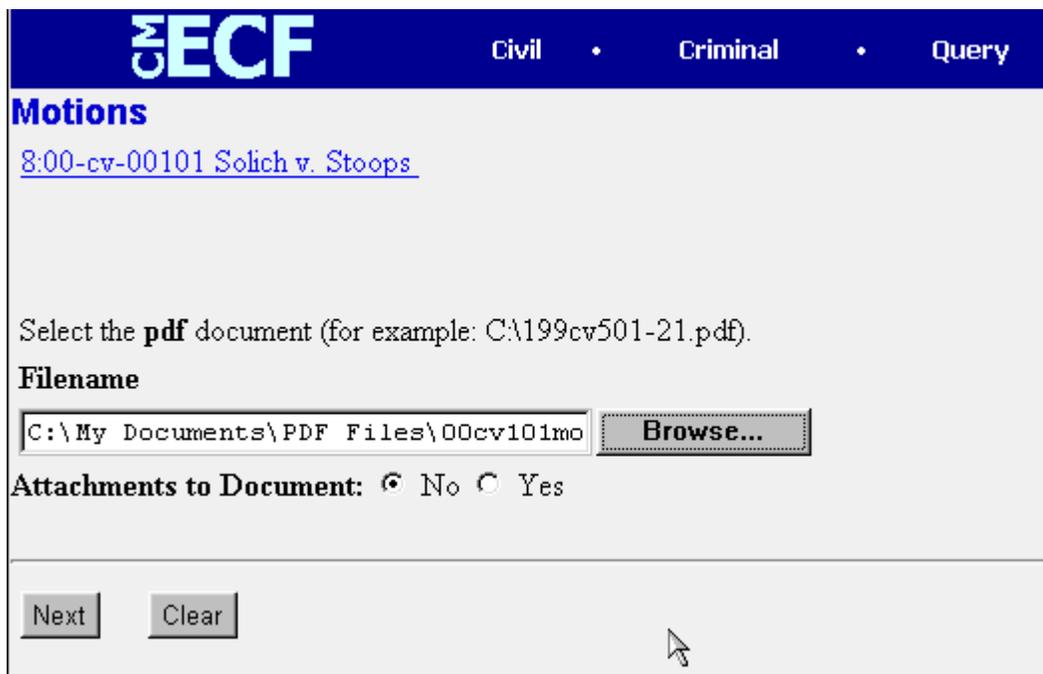
to:



- Navigate to the directory where your document is stored and select the PDF document you wish to file. To move to the folder where your document is stored you can either (1) type the folder name into the 'File Name' field, e.g., C:\civil orders, hit Enter key; or (2) use the up arrow folder button, to move up your folder structure, then click on the target folder when it appears in your window.
- 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. View it to verify that it is the correct document.



- Click on the [Open] button. 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 window opens. Go to Section 6, "Modifying Docket Text," 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, “Adding Attachments to Documents Being Filed”.

## 5. Add 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.

**CECF** 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

---

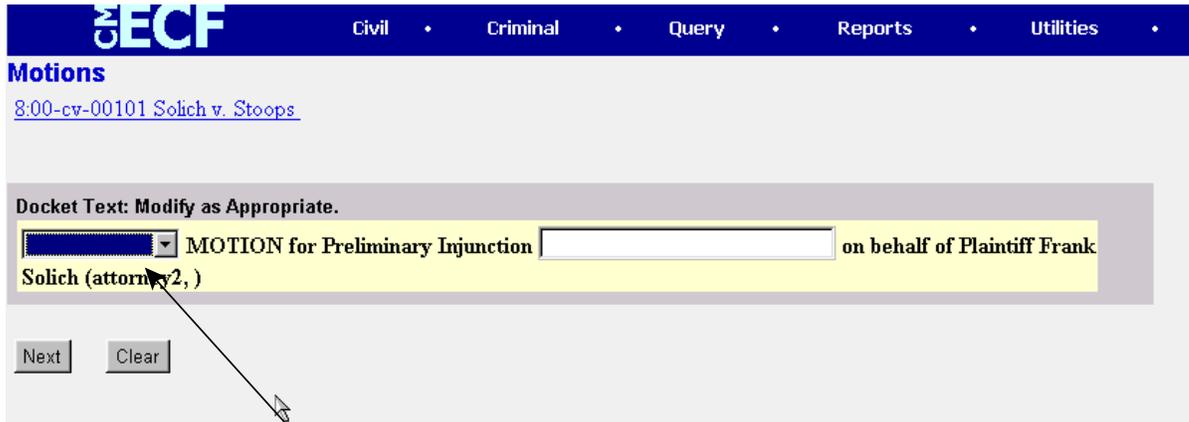
2) At your option, select a document type and/or enter a description.

Type Description

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.

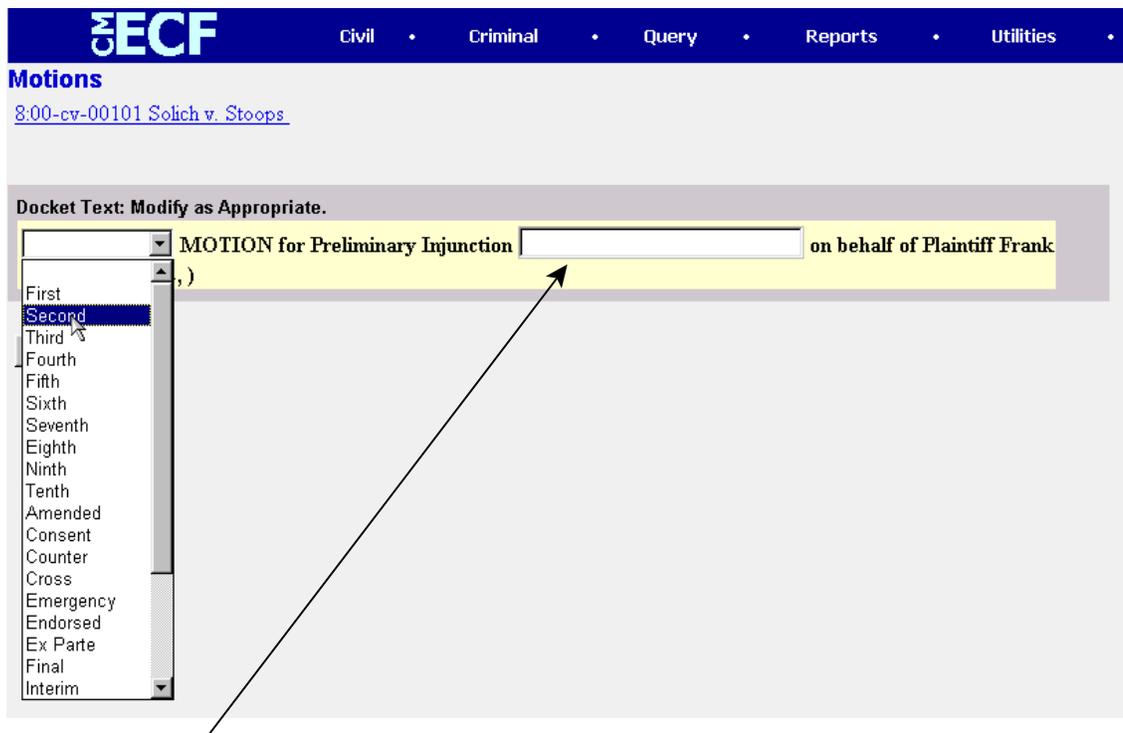
- Click on [Browse] to search for the document you wish to attach.
- Next to the field for attachment Type, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- You may add information about the attachment in the ‘Description’ box.
- Click on [Add to List].
- Repeat the sequence for each additional attachment
- After adding all of the desired PDF documents as attachments, click on [Next].

## 6. Modify docket text



The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and 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 form with a dropdown menu, a text input field, and a label "on behalf of Plaintiff Frank Solich (attorney2, )". Below the form are "Next" and "Clear" buttons. An arrow points to the dropdown menu.

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



The screenshot shows the ECF Motions interface with the dropdown menu open. The menu lists various modifiers: First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Amended, Consent, Counter, Cross, Emergency, Endorsed, Ex Parte, Final, and Interim. The "Second" modifier is selected. An arrow points to the text input field in the form above.

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

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Motions" and the case number is "8:00-cv-00101 Solich v. Stoops". The main content area displays "Docket Text: Modify as Appropriate." followed by a text entry field containing "Second MOTION for Preliminary Injunction to cease and desist from on behalf of Plaintiff Frank Solich (attorney2, )". Below the text entry field, there are two buttons: "Next" and "Clear".

## 7. Submit the document.

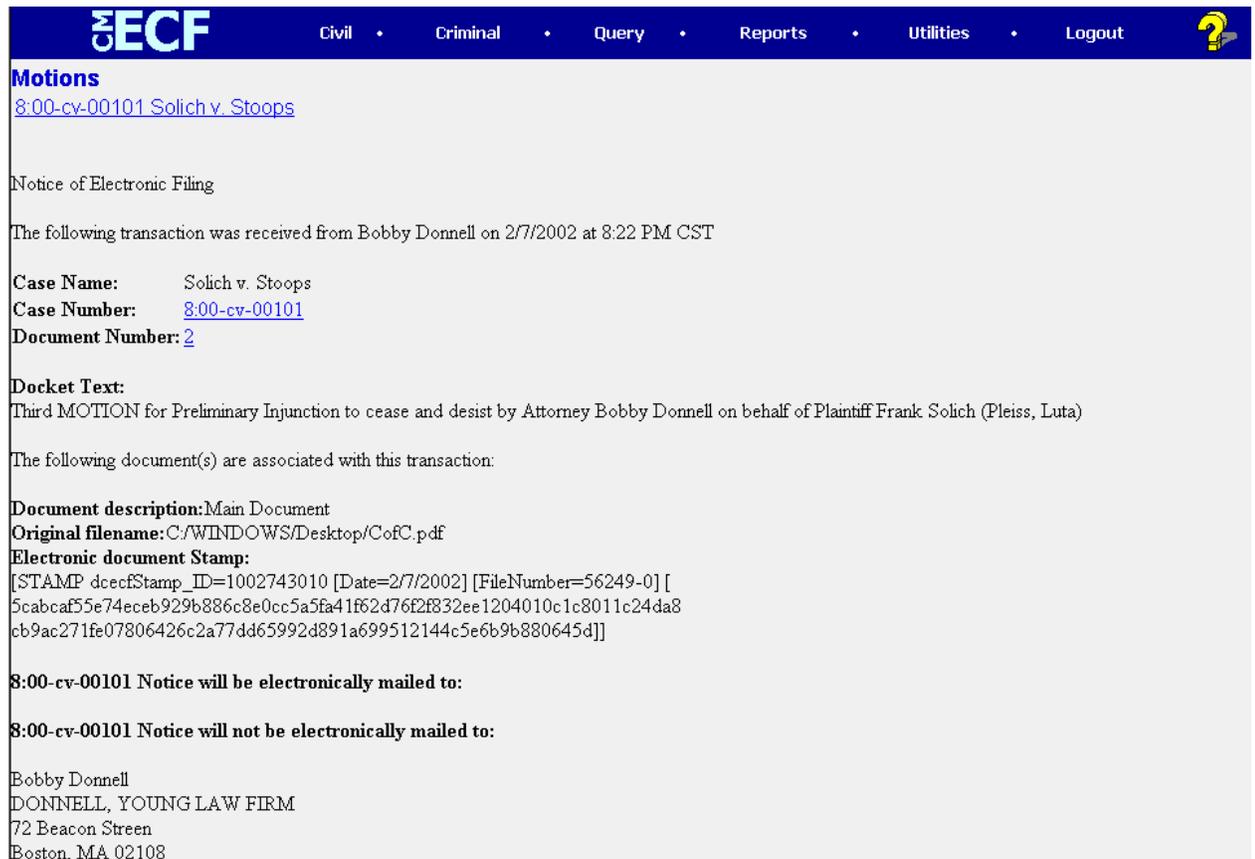
- Click on the [Next] button.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the back button in your browser's toolbar.

The screenshot shows the ECF Motions interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, and Utilities. Below the navigation bar, the page title is "Motions" and the case number is "8:00-cv-00101 Solich v. Stoops". The main content area displays "Docket Text: Final Text" followed by a text entry field containing "Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)". Below the text entry field, there is a 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." Below the warning message, there are two buttons: "Next" and "Clear".

- Click on the [Next] button to file and docket the document. Note that pressing Next on this screen will complete your filing. **You will have no further opportunity to modify the transaction.**

## 8. Notice of Electronic Filing

ECF opens a new **Motions** window displaying an ECF filing receipt.



The screenshot shows the ECF Motions window. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" and the URL is "8:00-cv-00101 Solich v. Stoops". The main content area displays a "Notice of Electronic Filing" for a transaction received from Bobby Donnell on 2/7/2002 at 8:22 PM CST. The case details are: Case Name: Solich v. Stoops, Case Number: 8:00-cv-00101, and Document Number: 2. The docket text states: "Third MOTION for Preliminary Injunction to cease and desist by Attorney Bobby Donnell on behalf of Plaintiff Frank Solich (Pleiss, Luta)". It also lists associated documents with a description: "Main Document", original filename "C:/WINDOWS/Desktop/CofC.pdf", and an electronic document stamp: "[STAMP dcecfStamp\_ID=1002743010 [Date=2/7/2002] [FileNumber=56249-0] [5cabcaf55e74eceb929b886c8e0cc5a5fa41f62d76f2f332ee1204010c1c8011c24da8cb9ac271fe07806426c2a77dd65992d891a699512144c5e6b9b880645d]]". At the bottom, it indicates that the notice will be electronically mailed to Bobby Donnell at DONNELL, YOUNG LAW FIRM, 72 Beacon Street, Boston, MA 02108.

- The screen shows Notice of Electronic Filing 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 the browser Toolbar to print the document receipt.
- If you have a PDF writer installed on your computer, you can save the Notice of Electronic Filing to a file. Select [File] on the browser bar, select [Print] then choose the PDF writer (e.g. Adobe PDF) to print to a file.

Note: The Notice of Electronic Filing is your record of service. You may wish to copy it to a file on your computer hard-drive, print it, and retain a hard copy in your personal files.

## 9. Notice in Paper on Attorneys not registered for email

ECF will electronically transmit the Notice of Electronic Filing to the

attorneys and parties to the case who are registered and who have supplied their email 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 registered for electronic notification.**

## Attorneys/Parties Receiving Notices Electronically

After a document is electronically filed, the ECF System sends a Notice of Electronic Filing to attorneys of record and to any parties who have signed up to be e-noticed in the case.

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 also emailed the Notice of Electronic Filing and is permitted one free look at the document

Note that the "free look" expires 15 days after being sent.

## Add/Create a New Party

The screenshot shows the ECF system interface. At the top, there is a blue navigation bar with the ECF logo and links for 'Civil', 'Criminal', and 'Query'. Below this, the page title is 'Motions' and the case name is '8:00-cv-00101 Solich v. Stoops'. A blue instruction reads: 'If the name of the filer does not appear below click on Add/Create New Party.' Underneath, there is a section titled 'Select the Party:' with a dropdown menu containing 'Frank Solich [Plaintiff]' and 'Bob Stoops [Defendant]'. To the right of the dropdown is a blue link 'Add/Create New Party'. At the bottom of the form, there are 'Next' and 'Clear' buttons.

Sometimes you will be adding a party to an existing case. Click on the Add/Create New Party link.

Search to see if the party's name is already in the database. Type the first few letters of the party's last name if you are adding an individual, or the first few letters of the company name. Click [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 [Select name from list].
- Review the party information and select the party's role in this filing. This will allow the person to receive notices of filing activity in this case. Click [Submit].

If a match is not found:

- Click [Create new party]

ECF displays the following screen.

Complete the following fields:

Last name;  
First name;  
Middle name;  
Generation;  
Title;  
Party Text.

For a business, put the business name in the Last name field.

## Query Feature

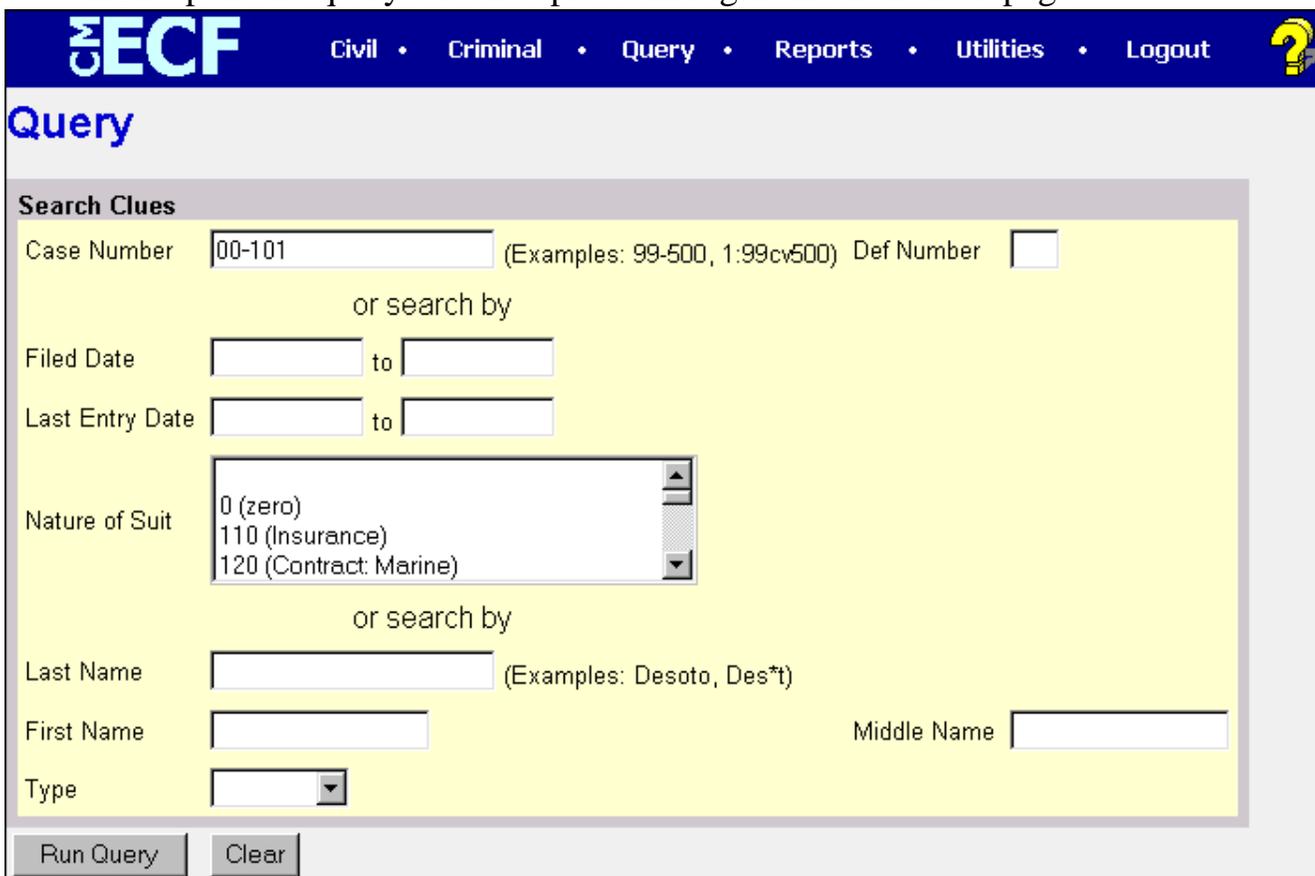
Registered participants can use this feature to query the Electronic Case Filing (ECF) system for specific case information. To enter the Query mode, click on [Query](#) from the [Blue](#) menu bar of ECF.



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 below. 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 B on the next page.

A screenshot of the ECF Query data entry screen. The top navigation bar is the same as in the previous image. Below it, the word "Query" is displayed in a large blue font. The main content area has a light yellow background and is titled "Search Clues". It contains several input fields: "Case Number" with the value "00-101" and a note "(Examples: 99-500, 1:99cv500)", "Def Number" with an empty checkbox, "Filed Date" and "Last Entry Date" each with two date input boxes separated by "to", "Nature of Suit" with a dropdown menu showing "0 (zero)", "110 (Insurance)", and "120 (Contract Marine)", "Last Name" with a note "(Examples: Desoto, Des\*t)", "First Name", "Middle Name", and "Type" with a dropdown menu. At the bottom are two buttons: "Run Query" and "Clear".

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. 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  
[Jackson, Thomas Charles](#) (aty)

After querying the database by case number, name, or nature of suit, ECF opens the Query window 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 meet those criteria, you will get a screen similar to the one in Figure A, but listing multiple case numbers.

## **Figure B**

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

**James Robertson, presiding**

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

#### **Query**

[Alias](#)

[Associated Cases](#)

[Attorney](#)

[Case Summary](#)

[Deadline/Hearing](#)

[Docket Report](#)

[Filers](#)

[History/Documents](#)

[Party](#)

[Related Transactions](#)

[Status](#)

## Attorney

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

## 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 on the next page.

---

### Deadlines/Hearings

**Sort by**

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

**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**

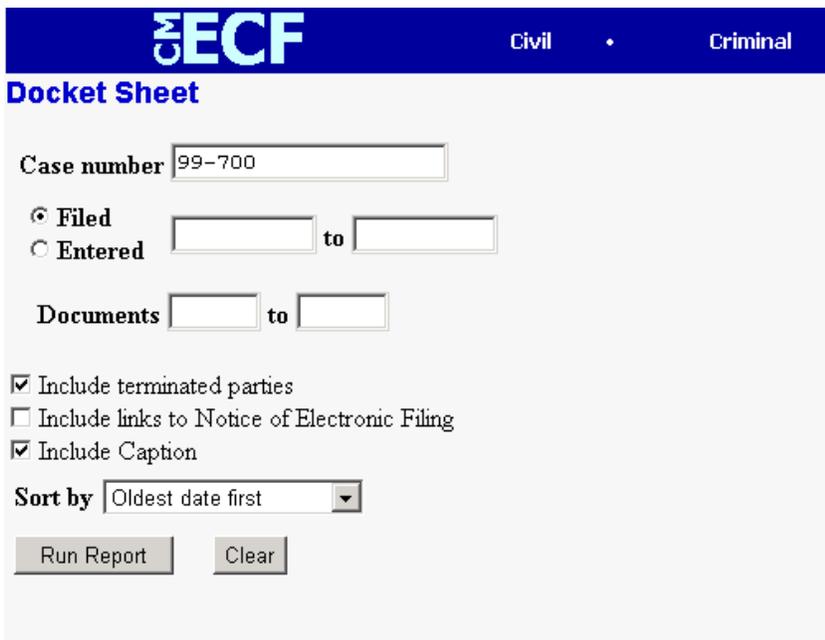
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
<a href="#">7</a>	 Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
<a href="#">7</a>	 Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
<a href="#">7</a>	 Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	 Meet & Confer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

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.



The screenshot shows the ECF Docket Sheet 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 title 'Docket Sheet' is displayed. The main area contains several input fields and checkboxes:

- Case number:** A text box containing '99-700'.
- Filed/Entered:** Radio buttons for 'Filed' (selected) and 'Entered'. Next to 'Entered' are two empty text boxes separated by 'to'.
- Documents:** Two empty text boxes separated by 'to'.
- Checkboxes:**
  - Include terminated parties
  - Include links to Notice of Electronic Filing
  - Include Caption
- Sort by:** A dropdown menu currently set to 'Oldest date first'.
- Buttons:** 'Run Report' and 'Clear' buttons at the bottom.

## 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.



The screenshot shows the ECF Utilities page. At the top, there is a dark blue header with the ECF logo on the left and the words "Civil" and "Criminal" separated by a dot on the right. Below the header, the word "Utilities" is displayed in a bold, black font. The main content area is light gray and contains three sections: "Your Account" with links for "Maintain Your Account" and "View Your Transaction Log"; "Edit Data"; and "Miscellaneous" with links for "Legal Research...", "Mailings...", and "Verify a Document".

**ECF** Civil • Criminal

**Utilities**

**Your Account**  
[Maintain Your Account](#)  
[View Your Transaction Log](#)

**Edit Data**

**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.

Account

wes First name

Generation

Type crt

Will E. Short

Technical Writer

Room 2301

State Zip

County

(202) 354-3297 Fax

Bar status

DOB AO code End date

More user information...

Clear

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. **Use this screen to change your physical address. If changing your physical address you must ALSO file a 'Change of Address' via the Civil or Criminal filing menus.**

Click on 'More User Information' to modify your login password.

Clicking on the **[E-mail information]** button opens the following screen. On this screen you can

- Change your primary or secondary email address;
- Add a case you would like to be noticed on, even if you are not an attorney of record on the case.

The screenshot shows a web interface for managing email preferences. At the top is a blue navigation bar with the 'CF' logo and links for 'Civil', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the header, the page is titled 'E-mail information for wes'. There are four main sections: 1) 'Primary e-mail address' with a text input field containing 'william\_short@dcd.uscourts.gov'. 2) 'Secondary e-mail address' with a text input field containing 'mary\_smith@doebuckandfawn.com'. 3) 'Additional addresses' with a text input field containing two email addresses: 'john\_doe@doebuckandfawn.com' and 'mary\_smith@doebuckandfawn.com'. 4) 'Cases in which I am involved' with a text input field containing 'in these additional cases'. At the bottom, there is a section 'Format for each filing' with two radio buttons: the first is selected and labeled 'html format for Netscape or ISP e-mail service', and the second is labeled 'text format for cc:Mail, GroupWise, other e-mail service'.

- 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.
- 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 .

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.

## View Your 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 someone is using your login and password without your permission, change your password immediately, then telephone the Court's Help Desk at 1-866-255-0650 as soon as possible.

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

 <span style="float: right;">Civil • Query • Reports • Utilities • Logout </span>		
Transaction Log		
Report Period: 08/16/2001 - 09/04/2001		
Date	Case Number	Text
2 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, )
5 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, )
3 08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMITRIA RICE. (wes, )
1 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, )
5 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, )
5 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, )
7 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, )
8 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, )
9 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, )
1 09/04/2001 14:21:26		Updated person record: wes Prid: 2231

## **Exceptions to Paperless Filing**

- For documents that are longer than 100 pages, including all attachments, the filer must submit a courtesy paper copy to the court, in addition to filing the electronic copy of the document. See ECF Civil Procedures Manual, II(A)(8), page 11, and ECF Criminal Procedures Manual, II(A)(7), page 9.
- Sealed documents must be filed in paper.
- Motions to seal a document must be filed in paper.
- Documents in sealed cases must be filed in paper.
- Pro se parties must file in paper, unless the court has granted them specific permission to file electronically.

## **Documents Requiring Special Handling**

- Proposed Orders, Jury Instructions. When filing either a proposed order or jury instructions there is an extra procedure in addition to filing the document in ECF. A ‘text only’ version is emailed to the presiding judge’s email address. See details about document format and email address in ECF Civil Procedures Manual, II(E)(4), page 15, and ECF Criminal Procedures Manual, II(E)(4), page 13.

## **Filing Complaints**

- Filing a Civil Complaint. See Civil Procedures Manual, II(A)(3), page 8, for details. Briefly, complaints and other documents that initiate a case cannot be filed in ECF by attorneys. They may be submitted electronically via email, or may be submitted in paper. Clerks Office staff docket the complaint, and assigns a judge and case number.

## Correcting Errors

1. Corrections Made by Clerk's Office Staff Only. Once a document is submitted and becomes part of the electronic case file, corrections to the docket can only be made by the Clerk's Office. The ECF system will not permit the filing party to make changes to the document(s) or docket entry filed in error once the transaction has been accepted.
2. Document Incorrectly Filed. A document incorrectly filed in a case may be the result of posting the wrong PDF to a docket entry, or selecting the wrong document type from the menu, or entering the wrong case number and not catching the error before the transaction is completed. **The filing party should not attempt to refile the document.**
3. Contact the Clerk's Office with Error. As soon as possible after an error is discovered, the filing party should contact the Clerk's Office with the case number and document number for which the correction is being requested. If appropriate, the Court will make an entry indicating that the document was filed in error. The filing party will be advised *if* the document needs to be re-filed.

To request a correction, telephone:

Toll Free Help Desk                      1-866-255-0650

## Logout

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

## Appendix A - File Size

File size matters in ECF. Documents larger than 2 megabytes (2000 KB) will not be accepted for filing. This limit was set because tests have shown that documents larger than that may not successfully upload to the system, nor be downloaded for viewing later.

Monitor your file size, to avoid wasting time. If you try to upload a file larger than 2 megabytes, the system will attempt to upload the file. This can involve a considerable period of time – perhaps 8-10 minutes, depending on your Internet connection speed. Once the file has been determined to be too large, it will then be rejected. You will have to start over, after having split the file into smaller pieces.

There are many ways to discover the file size of your document. One way is from from Windows Explorer.

- Right Click on the Start button at the bottom of your Windows screen.
- Left click on the Explore option
- Navigate to the proper file folder
- Select the View menu, Details.

The Size column lets you see the file size of your document.

Files created by scanning a paper document, then converting to PDF are about ten times larger than files created by creating a PDF from a word processing document!

Approximate file sizes:

Scanned documents - *Use Black and White, 200 dpi settings on your scanner*

10 pages @ 200 dpi = 300 KB

10 page @ 800 dpi = 450 KB

1 photo (grayscale) = 100 KB - *Use grayscale, 200 dpi settings on your scanner*

Printing PDF documents from Word or WordPerfect files:

10 pages @ 200 dpi = 22 KB

## Appendix B - Signatures

– see *ECF Civil Procedures Manual, II(C), page 12*  
and *ECF Criminal Procedures Manual, II(C)page 11*

An electronically filed document or other document requiring an attorney’s signature shall be signed in the following manner: “s/ (attorney name).” The correct format for an attorney signature is as follows:

s/ Susan Attorney  
State Bar Number  
Attorney for the (Plaintiff/Defendant)  
ABC Law Firm  
123 South Street  
Spokane, Washington 99201  
Telephone: (509) 123-4567  
Fax: (509) 123-4567  
Email: [susan\\_attorney@law.com](mailto:susan_attorney@law.com)

Multiple Signatures. The following procedure applies when a stipulation or other document requires two or more signatures:

- 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 either the physical signatures or authorization for the electronic signatures of all parties on the document. For purposes of this rule, physical, facsimile, or electronic signatures are permitted.
- b. The filing party or attorney may then file the document electronically, indicating the signatories, e.g. “s/ Jane Doe” “s/ John Smith,” etc. The correct format for a signature is as follows:  
s/ Susan Attorney  
State Bar Number  
Attorney for the (Plaintiff/Defendant)  
ABC Law Firm  
123 South Street  
Spokane, Washington 99201  
Telephone: (509) 123-4567  
Fax: (509) 123-4567  
Email: [susan\\_attorney@law.com](mailto:susan_attorney@law.com)

Non-Attorney Signature. If the original document requires the signature of a non-attorney, the filing party shall scan the original document, then electronically file it on the ECF system. The electronically filed document as it is maintained on the Court's servers shall constitute the official version of that record. It is suggested that the filing party maintain a paper copy of the original document until two years after all time periods for appeals expire.

Retention of Original Documents. It is suggested that documents electronically filed and requiring original signatures other than that of the filing attorney be maintained in paper form by the filing attorney until two years after all time periods for appeals expire. The filing attorney must provide original documents for review upon request of the judge.