

CASE MANAGEMENT
ELECTRONIC CASE FILES
CM/ECF



Attorney
User's Manual

District of New Mexico
(Revised July 2007)

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Electronic Case Files System User's Manual

(Last revision: December 2006)

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Case Filing System to file documents with the Court, or to view and retrieve docket sheets and documents for all cases in this system. Users should have a working knowledge of Internet web browsers Adobe Acrobat Reader, and Adobe Acrobat Writer (or similar PDF creation software).

Help Desk

Contact the Court's Help Desk between the hours of **8:30 AM and 4:30 PM**, Monday through Friday, if you need assistance using ECF.

Help Desk – Albuquerque **505-348-2075**

Toll Free Help Desk – Albuquerque **1-866-620-6383**

OR

Email: cmecf@nmcourt.fed.us

User's Manual

You can download or view the most recent version of the ECF User's Manual (in PDF format) at <http://www.nmcourt.fed.us>.

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**.

ECF System Capabilities

The electronic filing system allows registered participants with Internet access and an Internet web browser to perform the following functions:

- Electronically file documents
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

Requirements

Hardware and Software Requirements

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

- A personal computer running Windows, Linux or Macintosh.
- High speed (broadband) Internet access. Dial up access is not recommended.
- Internet web browser. CM/ECF has been tested and works correctly with Netscape 7.x, Internet Explorer 6.0 and Firefox 1.5. Not all browsers have been certified to work with CM/ECF, however the most current version of popular browsers generally work, such as Netscape, Firefox, Internet Explorer, Opera, Safari, etc. There have been reported issues with Internet Explorer 7.0 and older installations of Netscape (4.7 and earlier). If you experience problems, use one of the browser versions that have been tested as listed above.
- Adobe Acrobat Reader to view PDF files, available free from <http://www.adobe.com> .
- Adobe Acrobat Writer or other pdf writer software, to convert documents from a word processor format to portable document format (PDF). If you search for “pdf writer” on your favorite Internet search engine, you should find many programs available for you to test and use.
- A scanner to convert documents that are not in your word processing system into PDF format. Note: This would only be used for documents that cannot be produced electronically. Documents should be scanned in at the lowest possible dpi (dots per inch) setting and in black and white. This may yield approximately 40 pages to meet the 2MB file size limit for attachments. Results will vary depending upon your scanner and software.

PACER Registration

ECF users must have a PACER account in order to use the Query and Report features of the ECF system. If you do not have a PACER login, you may register for PACER online at <http://pacer.psc.uscourts.gov> or contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account.

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 to access documents, docket sheets, query information, etc. from ECF.

Registering for Access to CM/ECF

Attorneys will need to register with the Court to receive a login and password for the CM/ECF system. Registration forms can be obtained on our web site at <http://www.nmcourt.fed.us>.

Completed registration forms should be mailed to:

United States District Court
Attn: CM/ECF Registration
P.O. Box 2384
Santa Fe, NM 87504

Alternatively, you may fill out the form and scan it in as a PDF document and email it to the following address: cmecfregistration@nmcourt.fed.us

Once an account has been established, your login and password will be sent to you via the email address provided on the registration form.

Preparation

Setting Up the Acrobat PDF Reader

Adobe's free Acrobat Reader software must be installed in order to view PDF documents that have been electronically filed on the system. All documents must be filed in the PDF format. The current version of Adobe Acrobat Reader can be downloaded free from: <http://www.adobe.com>.

Portable Document Format (PDF)

How to View a PDF File

- Start the Adobe Acrobat reader 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 Reader 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.

How to Convert Documents to PDF Format

Only PDF (Portable Document Format) documents may be filed with the Court using the ECF system. Before sending the file to the Court, users should preview the PDF document to ensure that the document is correct.

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system.

The conversion process requires special software such as Adobe Acrobat Writer or other pdf writer software. WordPerfect versions 9 through X3 and OpenOffice.org have a PDF writer built-in to convert documents directly to PDF. At this time, Microsoft Office (Word) 2007 does not have a built-in PDF converter.

Using a PDF Writer program:

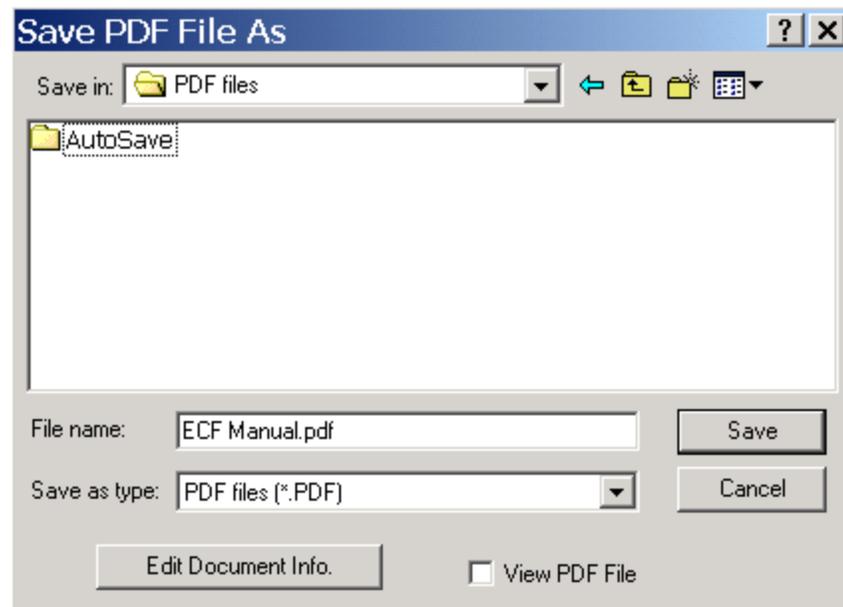
Install Acrobat Writer or other pdf writer software on your computer.

Use your word processor to 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 **Adobe PDFWriter** or **your pdf writer's printer**.

“Print” the file. The file will not actually print out; instead the option to save the file as a PDF format file appears. If you don't see the following screen, check your task bar; it may be hidden behind another window.



Make a note of the file location so you can find the document later when you are ready to electronically file this PDF document. 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 the **[Save]** button.

If you are using a word processor that converts documents directly to PDF, look for an option, typically under the File option, that says “export to PDF” or “save to PDF”. Again, make note of the file location where the PDF file is saved so you can electronically file this PDF document.

ECF Basics

User Interactions

There are three general types of user interactions allowed by the system:

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

Documents Filed In Error

A document incorrectly filed in a case may result from:

- a) selecting the wrong PDF file(s) during the filing process;
- b) entering the wrong case number or;
- c) selecting the wrong document type from the menu.

To request a correction, call the Help Desk number as soon as possible after an error is discovered. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the Court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted.

NOTE: All documents filed in ECF are instantly noticed to all case participants and the Court via email – this includes documents filed in error. So it is advantageous to check your filing thoroughly before submitting.

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 someone is using your login and password without your permission, change your password immediately, then telephone the Help Desk as soon as possible.

Signatures and Affidavits of Service

Documents that must contain original signatures or that 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 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 parties 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 after the case ends, at least until the time for all

appeals has expired.

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.

Summons

Summons should be emailed in PDF format to the Court at the following address: summons@nmcourt.fed.us. The Court will stamp the submitted PDF file(s) with the date and a watermark of the court seal and email it back for service.

Proposed Orders

Please refer to the *Procedures for Submitting Proposed Orders and Other Proposed Text/Documents* document posted on our website. You can obtain a copy of the document via the following link:

[Proposed Orders/Text Documents](#)

This document contains the general procedures, specified email addresses and document format preferences for each chambers.

Paying Filing Fees Online

Please refer to the *How to Make an Online Payment* document posted on our website. The document contains step-by-step instructions for making an online payment through Pay.gov for documents with filing fees.

Context Sensitive Help

If you have a question about any CM/ECF screen, you can click the yellow question mark in the top blue bar. This will often provide context sensitive help for the screen you are viewing.

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. It is recommended that you go through the steps in the on-line tutorial before trying to actually file a document if you are unfamiliar with the filing process or have not attended a training class.

How to Access the System

Access the system via the Internet by going to:

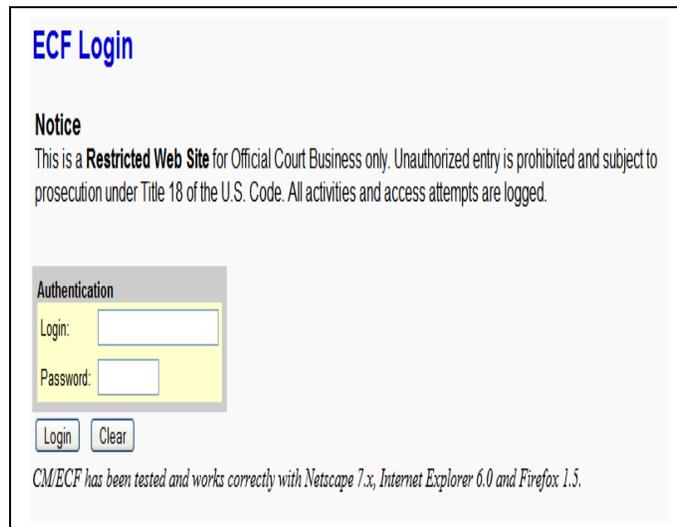
<http://ecf.nmd.uscourts.gov>

or

<http://www.nmcourt.fed.us> and follow the links.

Logging In

The next screen is the login screen.



Enter your ECF Login and Password in the appropriate data entry fields. All ECF login names and passwords are case sensitive.

Note: Use your **ECF** login and password if you are entering the system to file a document or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, you may just enter your **PACER** login and password. You will be charged fees to view ECF case dockets and documents through PACER.

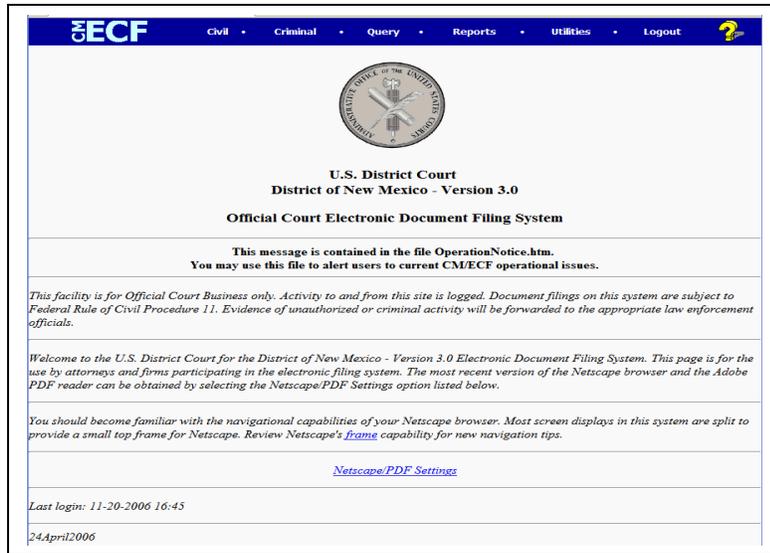
Verify that you have entered your ECF login and password correctly. If not, click on the **[Clear]** button to erase the Login and Password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information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

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

“Login failed either your login name or key is incorrect”

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

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



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 change your password, then call the Court's Help Desk 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 documents.
- Criminal**- Select **Criminal** to electronically file all criminal case pleadings, motions and other documents.
- 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 case based filed reports. You must login to **PACER** before you can view an ECF report.
- Utilities**- View your personal ECF transaction log, find mailing addresses for parties in cases in which you are counsel, 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.

Civil Events Feature

Use the Civil feature of ECF to electronically file a variety of documents for civil cases. The list of ECF documents is available on our website. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Navigating the Screens

Navigating the screens

Each screen has the following two buttons:

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

Correcting a mistake:



Use the  button on the browser's toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the Court, no changes may be made.

Civil Case Opening

NOTE: For those wishing to open a civil case under seal (e.g. a Qui Tam case), please call the Helpdesk line before continuing. Please see the introduction section of this manual for contact information. The Helpdesk will provide information and procedures on how you should proceed.

Civil Case Opening

The Civil Case Opening event is located under **Civil** on the Main Menu Bar.

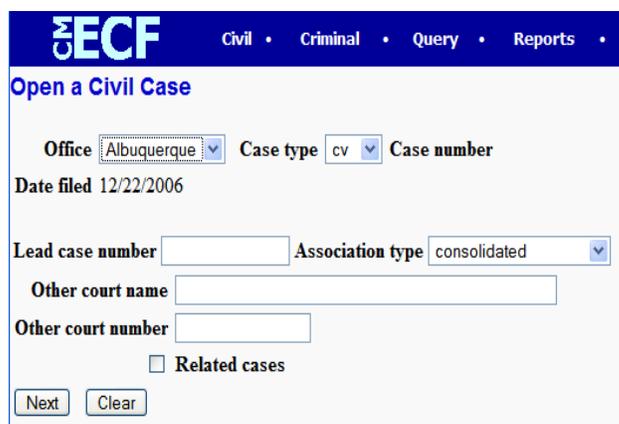
Single click on [Civil](#).

Civil Events Menu

Select [Civil Case Opening by Attorneys](#) from the Civil Events menu.



Case Opening Screen



The screenshot shows the 'Open a Civil Case' form in the ECF system. The header includes the ECF logo and navigation links for Civil, Criminal, Query, and Reports. The form fields are: Office (dropdown menu with 'Albuquerque' selected), Case type (dropdown menu with 'cv' selected), Case number (text input), Date filed (12/22/2006), Lead case number (text input), Association type (dropdown menu with 'consolidated' selected), Other court name (text input), Other court number (text input), and a checkbox for 'Related cases'. At the bottom are 'Next' and 'Clear' buttons.

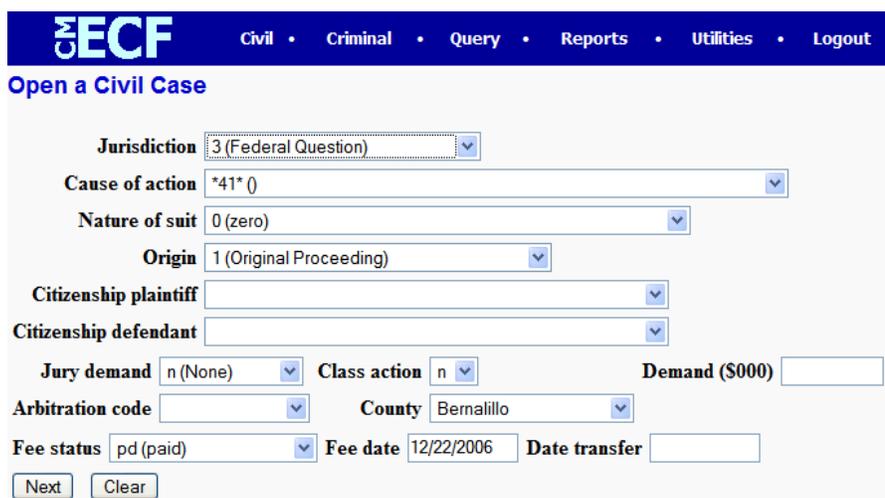
Office Code:

The first step is to select a divisional office. Select the office where the complaint would have been filed had it been submitted in paper. The Court will change the divisional office, as necessary, after assignment of the presiding and referral judges.

For Court use only:

mc - Miscellaneous Case

The Lead case number, Association type, Other court name and Other court number is For Court Use Only.



The screenshot shows the 'Open a Civil Case' form in the ECF system. The header includes the ECF logo and navigation links for Civil, Criminal, Query, Reports, Utilities, and Logout. The form fields are: Jurisdiction (dropdown menu with '3 (Federal Question)' selected), Cause of action (dropdown menu with '*41*' selected), Nature of suit (dropdown menu with '0 (zero)' selected), Origin (dropdown menu with '1 (Original Proceeding)' selected), Citizenship plaintiff (dropdown menu), Citizenship defendant (dropdown menu), Jury demand (dropdown menu with 'n (None)' selected), Class action (dropdown menu with 'n' selected), Demand (\$000) (text input), Arbitration code (dropdown menu), County (dropdown menu with 'Bernalillo' selected), Fee status (dropdown menu with 'pd (paid)' selected), Fee date (12/22/2006), Date transfer (text input), and 'Next' and 'Clear' buttons.

Jurisdiction: There are four options. The ECF system defaults to 3 (Federal Question) because it is the most common. Only if 4 (Diversity) is the proper Jurisdiction, will you be required to complete the Citizenship fields for both Plaintiff and Defendant. The other options are 1 (USA Plaintiff and 2 (USA Defendant).

Cause of Action and Nature of Suit Codes are located on the Civil Case Cover Sheet which you have already prepared with the Complaint.

There are only two options for **Origin Code** that are required:

1 (Original Proceeding) is to be used when filing an original Complaint.

2 (Removal from State Court) is to be used when filing a Notice of Removal.

All other codes are for Court Use Only.

The **Citizenship fields** are not to be completed unless #4 (Diversity) was selected in the Jurisdiction field.

Jury Demand:

n (None) if plaintiff does not wish a Jury Trial

p (Plaintiff) if plaintiff wishes Jury Trial

If a Notice of Removal and the Jury Demand is known from the State Court proceeding:

b (Both) if all parties wish a Jury

d (Defendant) if only the defendant

Class Action - 'n'o or 'y'es only

Demand - Enter dollar amount (in thousands of dollars) being demanded.

Example: \$100,000 = 100

Arbitration Code - leave blank

County - Select the county corresponding with the Office Code on initial Case Opening screen.

Fee Status:

pd (Paid) if being paid on-line with this filing

fp (in forma pauperis) if granted in State Court

pend (IFP pending) if submitting a motion to proceed in forma pauperis with filing

wv (waived) - for US Attorney use only

Fee Date & Date Transfer - disregard

Party Search Screen

Begin adding the parties by first searching for the first Plaintiff. You may search for a name by entering as little as the first three letters of the last name.



The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links for 'Civil' and 'Crim'. Below the header, the text 'Open a Civil Case' is displayed. Underneath, there is a section titled 'Search for a party' with a label 'Last/Business name' and a text input field containing the text 'Smith'. Below the input field are two buttons: 'Search' and 'Clear'.

In this example, the party search located four options for our entry of "Smith."

To select a name from the list:

Highlight the preferred name, and click the [Select name from list] button.

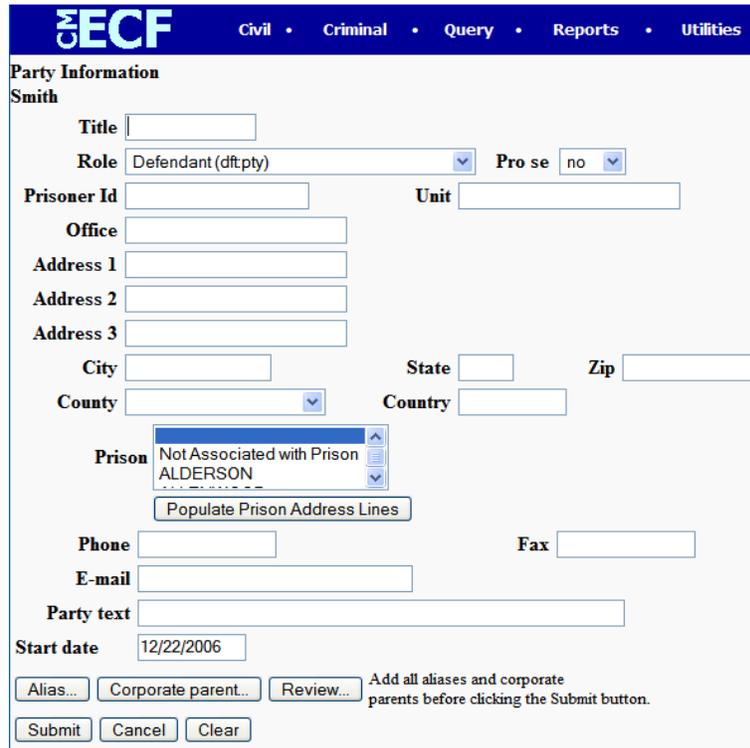


This screenshot shows the ECF interface after a search. The header is the same as in the previous image. The 'Search for a party' section now has an empty 'Last/Business name' input field. Below it are 'Search' and 'Clear' buttons. A new section titled 'Party search results' is visible, containing a list of search results: 'Smith', 'Smith, Thomas L', 'Smith, Adam', 'Smith, Adolfo', 'Smith, Agnes I', and 'Smith, Ahmin'. The list has a vertical scrollbar on the right. At the bottom of the results section are two buttons: 'Select name from list' and 'Create new party'.

When the name is selected from the list, a **Party Information** screen appears. This allows the user to enter pertinent information.

Do **NOT** add party address, phone or email information. All information added on this screen will be accessible to the public.

Role: The role type defaults to **Defendant**. It is important to select the appropriate role type on this screen. View Role Type List.



The screenshot shows the ECF Party Information form. At the top, there is a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, and Utilities. The form title is "Party Information" and the name "Smith" is entered. The "Title" field is empty. The "Role" dropdown is set to "Defendant (dftpty)" and the "Pro se" dropdown is set to "no". The "Prisoner Id" and "Unit" fields are empty. The "Office" field is empty. The "Address 1", "Address 2", and "Address 3" fields are empty. The "City", "State", and "Zip" fields are empty. The "County" dropdown is empty and the "Country" field is empty. The "Prison" dropdown is set to "Not Associated with Prison" and shows a list of options including "ALDERSON". Below the "Prison" dropdown is a button labeled "Populate Prison Address Lines". The "Phone" and "Fax" fields are empty. The "E-mail" field is empty. The "Party text" field is empty. The "Start date" field is set to "12/22/2006". At the bottom, there are buttons for "Alias...", "Corporate parent...", "Review...", "Submit", "Cancel", and "Clear". A note next to the "Review..." button says "Add all aliases and corporate parents before clicking the Submit button."

You must add aliases and corporate parent information before you [**Submit**] this information.

Adding **Aliases** and **Corporate Parents**

- Adding an Alias or Corporate Parent is similar to Searching and Selecting parties, or attorneys.
- Enter the name you wish to search, and click **Search**
- Highlight the name you wish to add, and click **Select name from list**
- Add a Role Type, and click **Add alias**

The Review button allows the user to view a quick list of the information already entered as to this party.

After reviewing, click **Return to Party Screen** to continue entering information.

Creating New Parties

What if a party is not found during a Party Search?

Many names and businesses are in the system, therefore, first search for your party in several

ways to avoid duplicate entries. When you have determined that your party does not exist in the database you can click on **Create new party** and fill in the information on the Party Information Screen.

Enter all parties to the case in sequential order as listed in the complaint.

It is recommended to enter all plaintiffs first, then all defendants.

DO NOT click **End party selection** until **ALL** parties have been added. Once this button has been selected, you will not be able to return to enter additional parties.



The screenshot shows the top navigation bar with the ECF logo and 'Civil • Crim' tabs. Below the header is the title 'Open a Civil Case'. A section titled 'Search for a party' contains a text input field labeled 'Last/Business name', a 'Search' button, a 'Clear' button, and an 'End party selection' button.

Case Number Assignment

Once **End Party Selection** has been clicked, the Civil Case is officially opened and a civil case number is automatically assigned.



The screenshot shows the same ECF header and title. The main content area displays the message 'Case Number 06-9004 has been opened.' followed by a blue hyperlink labeled 'Docket Lead Event?'.

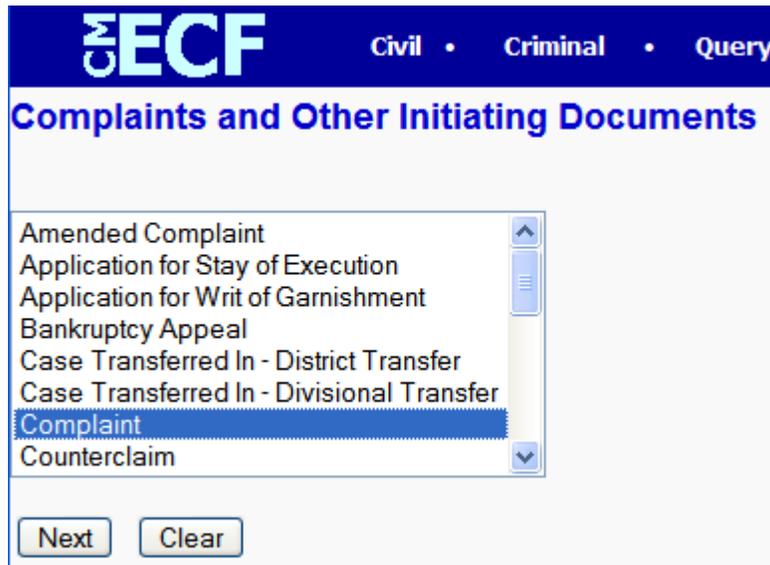
The final step in opening a new Civil Case is to Docket the Lead Event.

Complaint: When filing a new complaint, click on the "**Docket Lead Event?**" hyperlink. This will allow the filer to electronically submit the complaint to the Court.

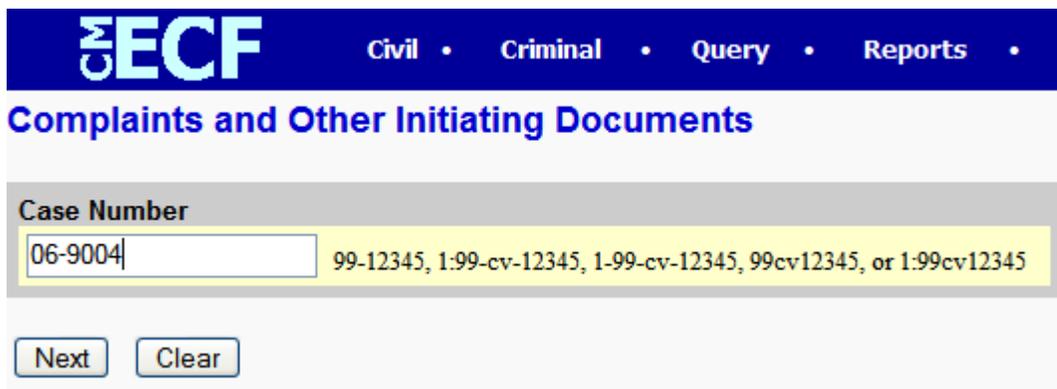
Docketing Lead Event

When the "**Docket Lead Event?**" hyperlinked is clicked, ECF takes the user to the Complaints and Other Initiating Documents screen. (The filer can also find this event listing under the main **Civil** event menu.)

Highlight the appropriate option and click **Next**.



The case number will default to the number just assigned. Click **Next**.



This screen asks "**Who is filing this complaint?**"

Highlight the plaintiff and click **Next**.

Multiple Plaintiffs? By pressing the control key, and clicking on each plaintiff name, multiple parties will be highlighted. All plaintiffs should be included as filers of this document.

Forgot to add a plaintiff during Case Opening? The filer may **Add/Create a New Party** (plaintiff) at this time. By clicking on the **Add/Create New Party** hyperlink, it will allow the user to add an additional party and will loop back to this screen to complete the docketing of the Lead Event.

This screen requires the filing attorney to associate themselves with the filing party. This ensures that notices of electronic filing will be served on the plaintiff's attorney for all parties indicated.

Check the box by clicking in the box. By doing this the filer is indicating that this party is being represented by the attorney currently logged in and filing this document.

“Lead” indicates that this attorney is to be identified as the Lead Counsel.

“Notice” is automatically checked. Do not uncheck this box. Checking this box will ensure service of all documents filed via the Notice of Electronic Filing process through ECF.

The next screen asks "Who is the complaint filed against?" Again, highlight the appropriate defendants before continuing.

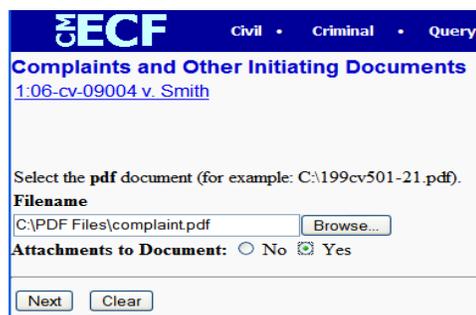


If a party was missed during the initial case opening, there is an additional opportunity on this screen to add that defendant by clicking on the **Add/Create New Party** hyperlink.

If there are many defendants, the filer may simply click ALL DEFENDANTS from the "**Select a Group**" list on the right side of the party listing. This saves scrolling through a large list of names to identify multiple parties and guarantees that all defendants are selected.

Now that all parties are added and the plaintiffs/defendants identified, the filer may continue uploading the complaint to ECF.

On this screen, the filer "**Browses**" their own computer hard-drive or network drive to locate the PDF file that is the complaint to be filed.



Click **Browse** to begin searching for the file.

Once the complaint is added in this field, the user must attach the completed Civil Case Cover Sheet for the case. Select [**Yes**] for Attachments to Document and click [**Next**].



Complaints and Other Initiating Documents

[1:06-cv-09004 v. Smith](#)

Select one or more attachments.

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

Filename

C:\PDF Files\Case Cover Sheet.pdf

2) Before proceeding to step 3, describe the document using the Category list, the Description box, or both.

Category

Description

Civil Cover Sheet

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.

C:\PDF Files\Case Cover Sheet.pdf

The completed Case Cover Sheet is an attachment to the main complaint. This will allow the Court to perform the quality assurance review. Under the Attorney Address, please submit the email address the issued summons are to be returned to.

The Summons(es) for each defendant is to be prepared, ready for issuance by the Court and emailed to the Court's address: summons@nmcourt.fed.us. When the Court performs the quality assurance review, the summons will be watermarked electronically by the Court. The issued summons will then be emailed back to the attorney for service.

Filing Fees

At this point, a screen will appear indicating that there is a filing fee associated with this document. Please select the appropriate payment option. You are given three options to select from:

- Pay Online (via Pay.Gov)
- Deliver Payment to the Courthouse by the close of the next business day
- Waive payment because you have submitted an IFP application or you are part of an exempted group (e.g. U.S. Attorney's Office).



The screenshot shows a web browser window titled "District Version v3.0.5 TEST DB - Mozilla Firefox". The page header includes the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, and Logout. The main heading is "Complaints and Other Initiating Documents" with a sub-heading "1:07-cv-00012-JAP-RLP Ortega v. Sprint PCS". The central text reads: "This is a fee based filing. Please select the applicable payment method." Below this are three radio button options: "ONLINE - I will pay the filing fee online (via Pay.gov)", "DELIVER - I will deliver payment by the end of the next business day.", and "WAIVED - I am exempted from the filing fee because either (1) An IFP application is on file or (2) I am filing on behalf of the USA." At the bottom of the form are "Next" and "Clear" buttons. The status bar at the bottom indicates "Done" and the URL "train-ecf-test.nmcourt.fed.us".

Based upon your payment method, an additional informational screen will appear.



The screenshot shows the same web browser window as the previous one, but with a different main heading: "Payment Information". A red notice reads: "NOTICE: Failure to pay filing fee or incorrectly claiming waived may result in the filing being stricken from the record." Below the notice, the text states: "You have selected to make your payment online (via Pay.gov). Once this filing has been completed and you have received confirmation of your submission, please select the *Make Online Payment* option under the **Filing Fees** menu section. Follow the on-screen directions to complete the payment process." At the bottom of the form are "Next" and "Clear" buttons. The status bar at the bottom indicates "Done" and the URL "train-ecf-test.nmcourt.fed.us".

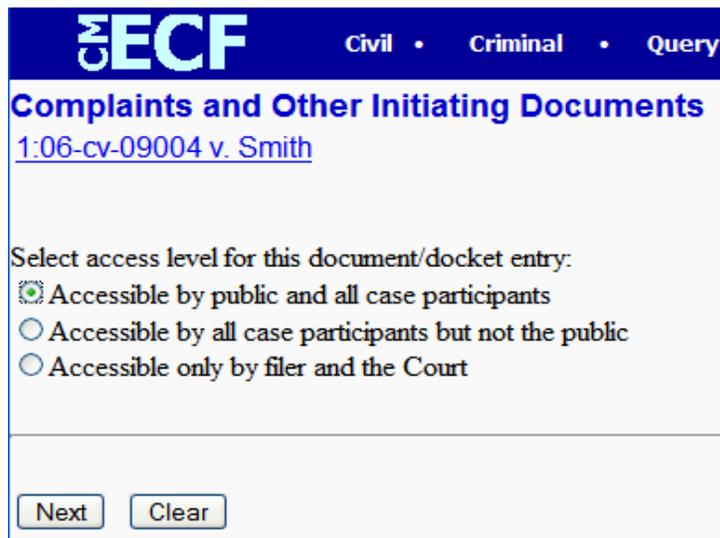
The document e-filing process must be completed before payment can be made.

Paying the Filing Fees

NOTE: Failure to pay the filing fees or incorrectly claiming waived may result in the filing being stricken from the record.

If you selected the **waived** option, please make sure that an IFP application has already been submitted or that you are part of an exempted group. If you selected the **Deliver** option, please make sure that you submit your payment by the end of the next business day. If you chose to pay the filing fee online, please refer to the *How to Make an Online Payment* document posted on our website. Also note that the document e-filing process must be completed before payment can be made online.

Selecting Restrictions for This Case



ECF Civil • Criminal • Query

Complaints and Other Initiating Documents
[1:06-cv-09004 v. Smith](#)

Select access level for this document/docket entry:

- Accessible by public and all case participants
- Accessible by all case participants but not the public
- Accessible only by filer and the Court

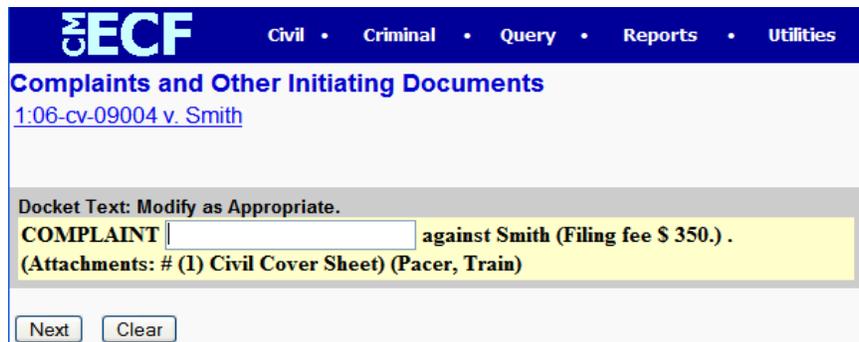
Next Clear

Select any restrictions you are requesting for the case, then click [Next].

Final Civil Case Opening Steps

Once the payment screens have been completed, the filer will be provided the last two screens to verify their documents and file them with the Court.

On the Docket Text Modification screen the user may add any additional information necessary to the docket text. The text box will accept up to 256 characters.



ECF Civil • Criminal • Query • Reports • Utilities

Complaints and Other Initiating Documents
[1:06-cv-09004 v. Smith](#)

Docket Text: Modify as Appropriate.

COMPLAINT [] against Smith (Filing fee \$ 350.) .
(Attachments: # (1) Civil Cover Sheet) (Pacer, Train)

Next Clear

The Final Text screen is the last chance for the filer to review. Once the **NEXT** button is clicked, the filing is submitted to the Court.

ECF Civil • Criminal • Query • Reports • Utilities

Complaints and Other Initiating Documents

[1:06-cv-09004 v. Smith](#)

Docket Text: Final Text

COMPLAINT against Smith (Filing fee \$ 350.). (Attachments: # (1) Civil Cover Sheet)(Pacer, Train)

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

Civil Case Opening - Notice of Electronic Filing

The Notice of Electronic Filing (NEF) is received by the user, which constitutes the filing receipt for this transaction. The NEF also provides a receipt number for the filing fee if payment was made through the Pay.gov website.

Filing Documents for Civil Cases

These are the steps involved in filing a document:

- 1) Select the type of document to file;
- 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 for the document to be filed;
- 5) Add attachments, if any, to the document being filed;
- 6) Select document restrictions;
- 7) Modify docket text as necessary;
- 8) Submit the document to ECF; and
- 9) 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 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**



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 **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. By local rule, this would only be used when selecting a “Motion to Dismiss, or in the alternative, for Summary Judgment.”

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 for which you are filing a motion and click on **[Next]**.

- If the number is entered incorrectly, click **Clear** to re-enter. If you are prompted 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 or parties filing the document

CM/ECF Civil • Criminal • Query • Reports

Motions

[1:06-cv-01150-RB-KBM Falcone v. City of Albuquerque](#)

Select the filer.

Select the Party:

Bell, Catherine [Defendant]
City of Albuquerque [Defendant]
Falcone, Mitchell A. [Plaintiff]

[Add/Create New Party](#)

Next 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

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

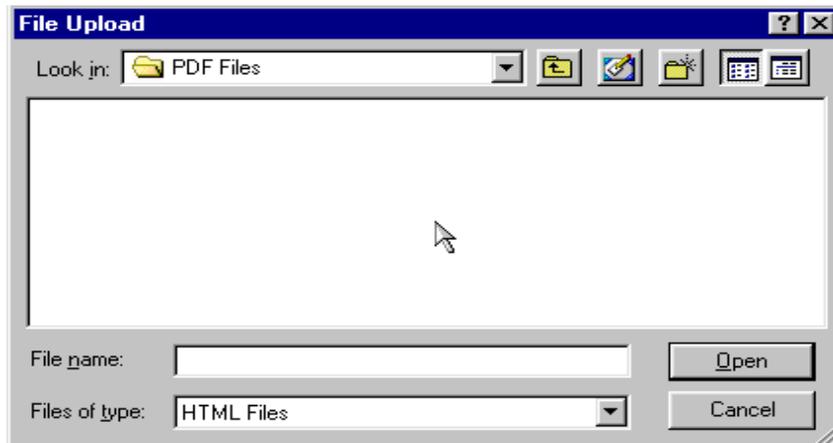
Note: If your party does not appear, see the **Add/Create New Party** section of this manual.

4. Select the PDF file for the document to be filed.

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

Note: It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in ECF **MUST** reside in **PDF** format and be less than 2MB in file size. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF.

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



- If necessary, change the **Files of type** from:

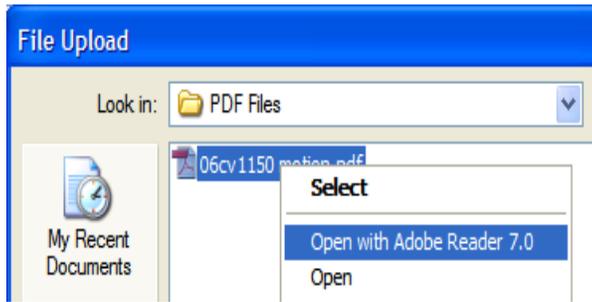


to:

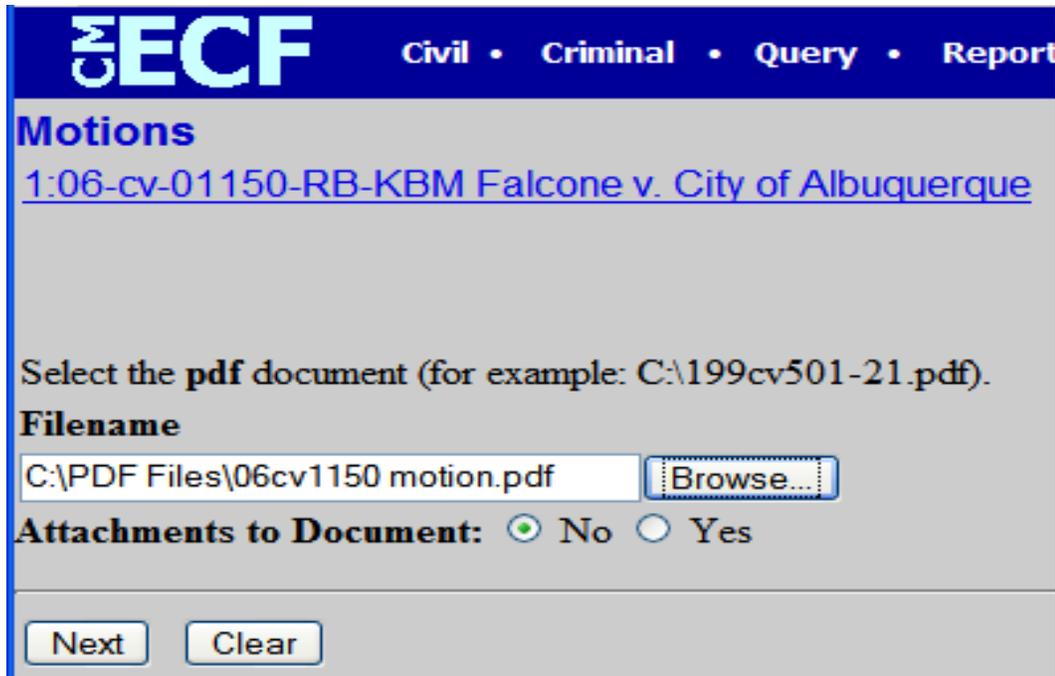


- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

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 with Adobe Reader]**. Adobe Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.

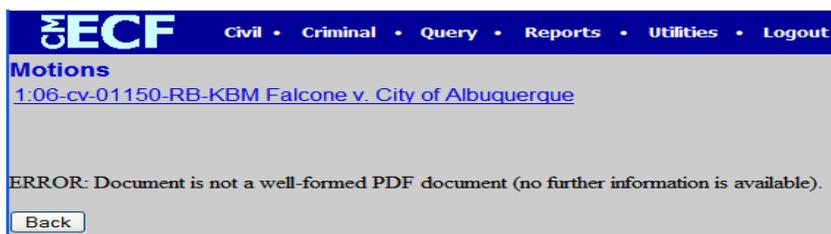


- Once you have verified the document is correct, close Adobe Reader and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



- 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.**”

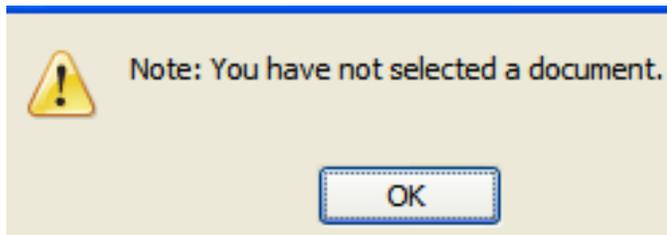
In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.



- ECF will not permit you to select a file for your document+ that is not in PDF format.
- Click on the **[Back]** button and ECF will return to the **Motions** screen. Select and highlight the PDF file of your document 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 **[OK]** from the screen depicted above ECF will return you to the **Motions** screen. You cannot proceed without attaching a PDF document.

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.

- Click on **[Browse]** to search for the document file name of the attachment. Be sure to right click on the PDF file, and select **[Open with Adobe Reader]**. Verify the PDF is correct, then close Adobe Reader.
- Click on the drop down arrow under **Category** and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.

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

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

The screenshot shows the ECF Motions interface for case 1:06-cv-01150-RB-KBM Falcone v. City of Albuquerque. It includes instructions for adding attachments, a filename input field with a 'Browse...' button, a category dropdown menu (set to 'Exhibit') and a description input field (set to 'A: Contract pages 1-40'), a list box containing the filename 'C:\PDF Files\exhibit.pdf', and buttons for 'Add to List', 'Remove from List', and 'Next'.

- 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

Attachments and exhibits that are not in electronic format need to be scanned. The scanned image must be less than 2MB in size. For optimal results, configure your scanner to scan in black and white mode at 120 dpi (dots per inch) or the lowest possible setting; this setting may yield up to 40 pages while meeting the 2MB file size limitation. This will vary depending on your scanner and software. Large documents may need to be divided into multiple parts.

For items that cannot be scanned (such as high resolution photographs, video tapes, etc.), create a document that describes the exhibit and indicate that the evidence is maintained at the Court. You then have until close of business the next business day to deliver the item to the Court.

6. Select Document Restrictions

Select which document restrictions you are requesting for this filing.

The screenshot shows a form titled 'Select access level for this document/docket entry:'. It contains three radio button options: 'Accessible by public and all case participants' (which is selected), 'Accessible by all case participants but not the public', and 'Accessible only by filer and the Court'. At the bottom of the form are 'Next' and 'Clear' buttons.

7. Modify docket text

Click on the drop down arrow to open a modifier drop-down list. Select a modifier if appropriate. Then click in the open text area to type additional text for the description of the pleading. This field can hold up to 256 characters, however do not use abbreviations, and remember this text will be on the docket sheet (*in italics*), so make the description pertinent.

The screenshot shows the CM/ECF interface for editing a motion. The page title is "Motions" and the case is "1:06-cv-01150-RB-KBM Falcone v. City of Albuquerque". The "Docket Text: Modify as Appropriate." section has a dropdown menu open with the following options: First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, Amended, Consent, Counter, Cross, Emergency, Endorsed, Ex Parte, Exonerated, and Final. The text area contains the text: "MOTION for Preliminary Injunction to cease and desist (Attachments: # (1) Exhibit A: Contract pages 1-40) (Attorney,".

8. Submit the document.

- Click on the [Next] button. A new **Motions** window 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 the  button on the browser's toolbar to find the screen you wish to alter.

The screenshot shows the CM/ECF interface for submitting a motion. The page title is "Motions" and the case is "1:06-cv-01150-RB-KBM Falcone v. City of Albuquerque". The "Docket Text: Final Text" section contains the text: "MOTION for Preliminary Injunction to cease and desist by City of Albuquerque. (Attachments: # (1) Exhibit A: Contract pages 1-40)(Attorney, Student14)". Below the text area, there is an "Attention!!" warning: "Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." and buttons for "Next" and "Clear".

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

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

Note: the **[Clear]** button has no effect on this screen.

Rule 5 Noticing will be emailed immediately to all parties in the case.

9. Notice of Electronic Filing

After you have clicked **[Next]** on the final filing screen, ECF opens a new **Motions** window displaying an ECF filing receipt.

The screenshot shows the CM/ECF interface. At the top is a blue navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is a grey content area with the following text:

Motions
[1:06-cv-01150-RB-KBM Falcone v. City of Albuquerque](#)

U.S. District Court
District Version 3.0

Notice of Electronic Filing

The following transaction was entered by Attorney, Student14 on 12/1/2006 at 9:21 AM MST and filed on 12/1/2006

Case Name: Falcone v. City of Albuquerque
Case Number: [1:06-cv-1150](#)
File: City of Albuquerque
Document Number: [4](#)

Docket Text:
MOTION for Preliminary Injunction *to cease and desist* by City of Albuquerque. (Attachments: # (1) Exhibit A: Contract pages 1-40)(Attorney, Student14)

1:06-cv-1150 Notice has been electronically mailed to:

Student14 Attorney deadmail@nmcourt.fed.us
William H. Carpenter deadmail@nmcourt.fed.us

1:06-cv-1150 Notice has been delivered by other means to:

Catherine Bell
123 Anywhere St.
Somewhere, NM 87999

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP deecfStamp_ID=1160582788 [Date=12/1/2006] [FileNumber=59871-0]
[50592a25897c45b218c5d07524842ddb47dfb9d04b55430805e18beffd7b07b6486a7

- 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 Document Number that was assigned to your document.
- Select **[Print]** on the browser's Toolbar to print the Notice of Electronic Filing (NEF).
- Select **[File]** on the browser menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

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

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their email 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.

Note: It is the responsibility of filers to send copies of the document and **Notice of Electronic Filing** to all case participants who *do not* have email accounts.

Email Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their email addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number in the **Notice of Electronic Filing**. The filer is permitted one free look at the document to verify that the pleading was properly docketed. Subsequent retrieval of the document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Be careful to single-click the document number hyperlink when accessing your one "free look" from the Notice of Electronic Filing. ECF users across the country have reported problems when they double-click the document number hyperlink in the NEF – the first click represents their "free look", however it is canceled out by the second click and PACER applies fees for this look.

Criminal Events Feature

Filing Documents for Criminal Cases

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

- 1) Select the Type of Document to File;
- 2) Enter the Case Number;
- 3) Verify that the Case Number and Caption are Correct;
- 4) Specify the PDF File Name and Location for the Document to be Filed;
- 5) Select document restrictions;
- 6) Select the Filer;
- 7) Select Document Links;
- 8) Modify Docket Text;
- 9) Submit the Filing to ECF; and
- 10) Receive Notification of Electronic Filing (NEF).

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 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 **Notice of Appeal** in ECF. The process is similar for filing other pleadings in ECF.

Click on **Appeal Documents**, under **Other Filings**



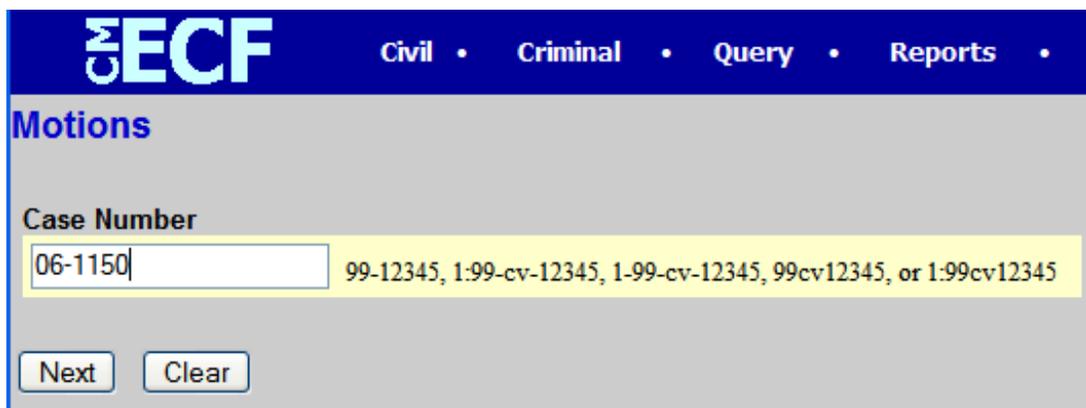
Select the Appeal Document

From the drop down box, select “Notice of Appeal – Final Judgment”. Then click on [Next].



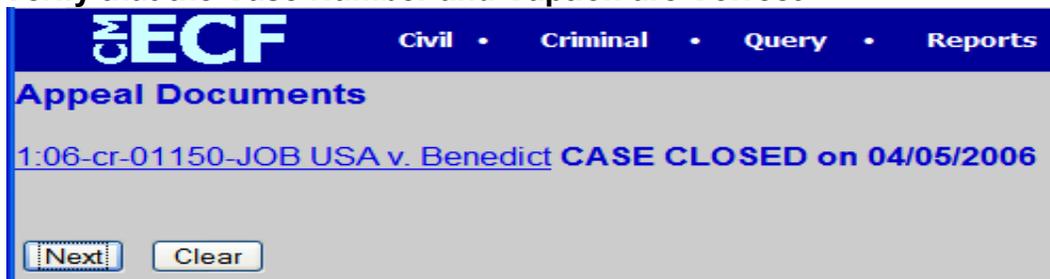
2. Enter the Case Number

A new Motions screen opens with a Case Number field. Enter the number of the case in which you are filing and click on [Next]. Note: if you have been working with CM/ECF already, then the previous case number you were using appears. Be sure this case number is correct.



- If the number is entered incorrectly, click [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]

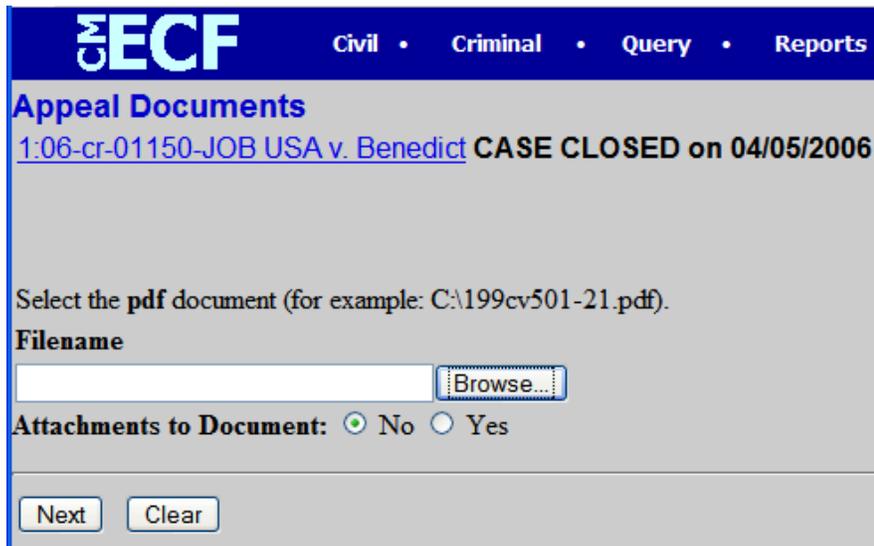
3. Verify that the Case Number and Caption are Correct



Click Next.

4. Specify the PDF File Name and Location

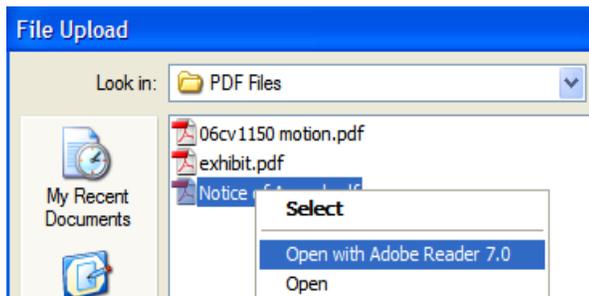
Next, browse to your PDF file by clicking the **[Browse]** button.



The screenshot shows the ECF (Electronic Case Filing) web interface. At the top, there is a blue header with the ECF logo and navigation links for Civil, Criminal, Query, and Reports. Below the header, the page title is "Appeal Documents" and the case information is "1:06-cr-01150-JOB USA v. Benedict CASE CLOSED on 04/05/2006". The main content area contains the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" label followed by a text input field and a "Browse..." button. Below this, there is a radio button selection for "Attachments to Document:" with "No" selected and "Yes" unselected. At the bottom of the form, there are "Next" and "Clear" buttons.

- Navigate to the appropriate directory to select the PDF document 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 with Adobe Reader]**. Acrobat Reader will launch and open the PDF document that you selected. You should view it to verify that it is the correct document.



- Once you have verified the document is correct, close Adobe Acrobat Reader and click on the **[Open]** button. ECF inserts the PDF file name and location in the **Appeal Documents** screen.

Click [Next].

5. Select Document Restrictions

Select which document restrictions you are requesting for this filing.

6. Select the Filer

Select the Filer and click [Next].

7. Select Document Links

Select the order that is being appealed by checking the box next to “Should the document you are filing link to another document in this case?” Optionally, narrow down the potential documents to link to by entering either the filed date range or the document number range.



CM/ECF Civil • Criminal • Query • Reports •

Appeal Documents
[1:06-cr-01150-JOB USA v. Benedict](#) CASE CLOSED on 04/05/2006

Select order being appealed.

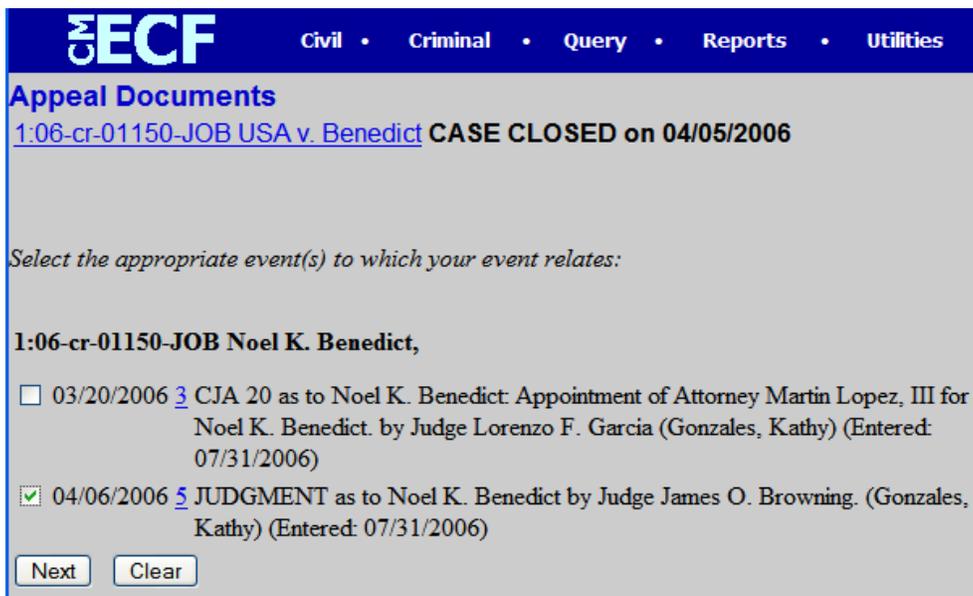
Should the document you are filing link to another document in this case?

Filed to

Documents to

Then click [Next].

Select the document that you are appealing. If you aren't certain which document you need to link to, you can click the hyperlinked document number, which will take you to PACER where you may view the document (at PACER's standard fees).



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

Appeal Documents
[1:06-cr-01150-JOB USA v. Benedict](#) CASE CLOSED on 04/05/2006

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

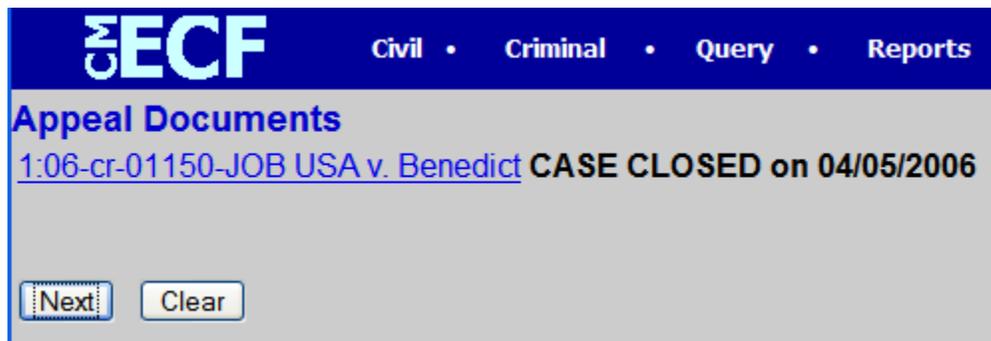
1:06-cr-01150-JOB Noel K. Benedict,

03/20/2006 [3](#) CJA 20 as to Noel K. Benedict: Appointment of Attorney Martin Lopez, III for Noel K. Benedict. by Judge Lorenzo F. Garcia (Gonzales, Kathy) (Entered: 07/31/2006)

04/06/2006 [5](#) JUDGMENT as to Noel K. Benedict by Judge James O. Browning. (Gonzales, Kathy) (Entered: 07/31/2006)

Click [Next].

Verify the information on the following screen.



Click [Next].

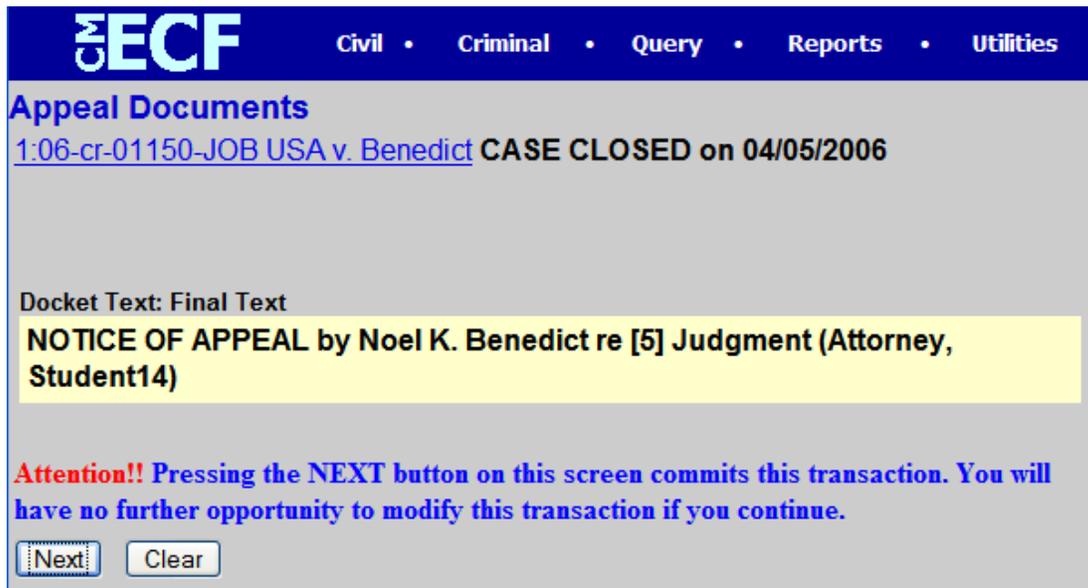
8. Modify Docket Text

If applicable, modify the docket text (not applicable in this example.)

9. Submit the Filing to ECF

Review the final screen in the filing process. Verify that you are filing to the correct case, that you have attached the correct PDF document, and that the Docket Text correctly describes your filing. If any changes need to be made, click the back arrow on your browser to the point where any change needs to be made, and then continue forward.

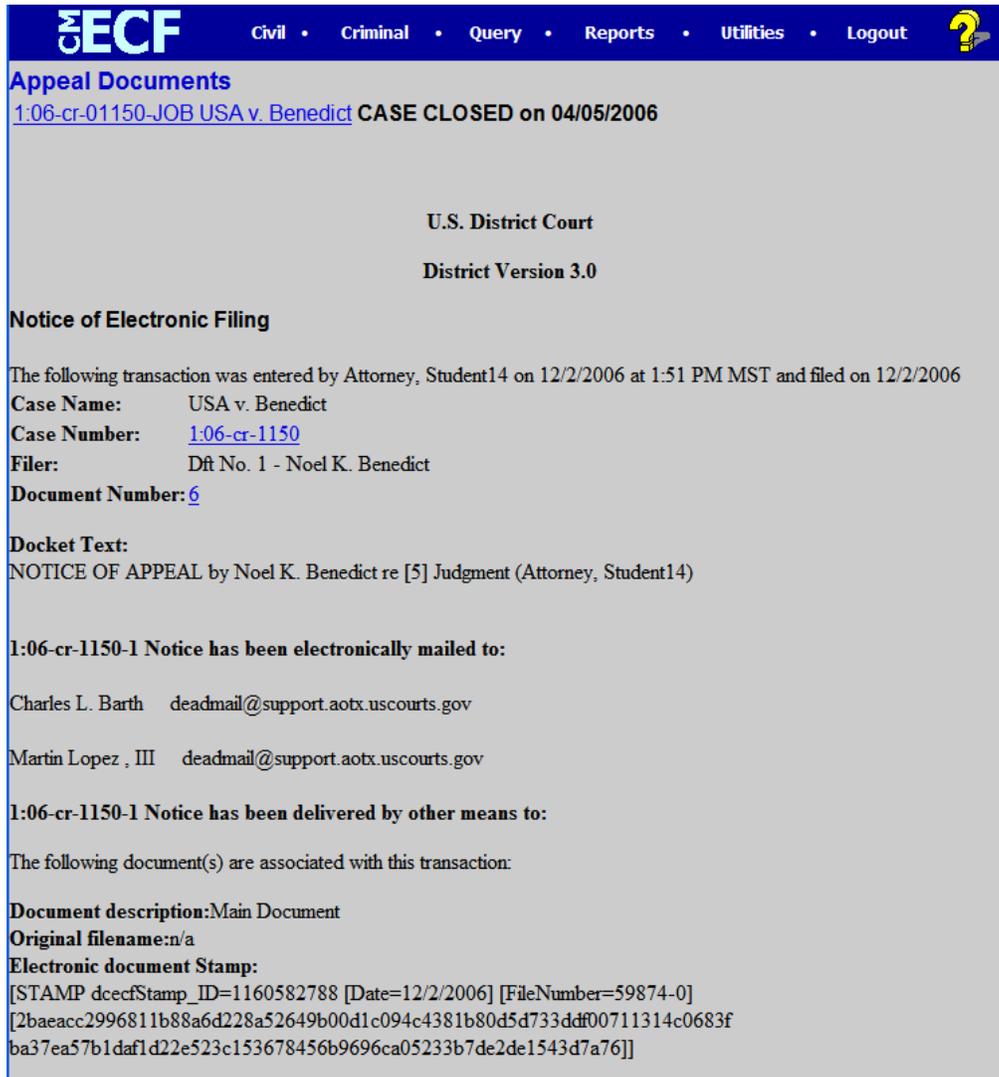
Clicking the "Next" button will commit this transaction and all parties in the case, as well as chambers, will be noticed.



Once you are confident that this transaction is correct, click the [Next] button.

10. Receive Notification of Electronic Filing (NEF)

Be sure to wait for your Notice of Electronic Filing (NEF). It is good practice to save the NEF electronically or to print it out for your records.



The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Appeal Documents" and the case information is "1:06-cr-01150-JOB USA v. Benedict CASE CLOSED on 04/05/2006". The court information is "U.S. District Court" and "District Version 3.0". The main heading is "Notice of Electronic Filing". The text below states: "The following transaction was entered by Attorney, Student14 on 12/2/2006 at 1:51 PM MST and filed on 12/2/2006". The case details are: "Case Name: USA v. Benedict", "Case Number: 1:06-cr-1150", "Filer: Dft No. 1 - Noel K. Benedict", and "Document Number: 6". The "Docket Text" is "NOTICE OF APPEAL by Noel K. Benedict re [5] Judgment (Attorney, Student14)". The "1:06-cr-1150-1 Notice has been electronically mailed to:" section lists "Charles L. Barth" and "Martin Lopez, III" with their email addresses. The "1:06-cr-1150-1 Notice has been delivered by other means to:" section is empty. The "The following document(s) are associated with this transaction:" section lists "Document description: Main Document", "Original filename: n/a", and "Electronic document Stamp: [STAMP dcecfStamp_ID=1160582788 [Date=12/2/2006] [FileNumber=59874-0] [2baeacc2996811b88a6d228a52649b00d1c094c4381b80d5d733ddf00711314c0683fba37ea57b1daf1d22e523c153678456b9696ca05233b7de2de1543d7a76]]".

The Notice of Electronic Filing (NEF) includes information such as the case number, the case description, the date and time of the filing, the filer, the hyperlinked document number and the docket text, as well as the noticing information. The NEF also gives you the Electronic document Stamp to ensure that the document in the Court's system has not been tampered with.

Email Notification of Documents That Were Filed

After a document is electronically filed, the ECF System sends a **Notice of Electronic Filing** (NEF) to the designated attorneys and parties and chambers staff who have supplied their email addresses to the Court.

Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the **Notice of Electronic Filing**. The filer is also permitted one free

look at the document.

Note: Be careful to only click once on the hyperlinked Document Number when retrieving your free look. Double clicking this link may cause your free look request to be canceled (the first click) and then you will be charged (the second click).

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 NEF and document from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of filers to send copies of the document and **Notice of Electronic Filing** to all case participants who *do not* have email accounts.

Add/Create a New Party

In rare cases you may need to add a party to the ECF system. 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 system interface. At the top, there is a blue header with the ECF logo on the left and the word "Civil" 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 the ECF system. Type the first few letters of the party’s last name for an individual, or the first few letters of the company name. Click **[Search]**.

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. Click **[Submit]**.

ECF Civil • Criminal

Search for a party

Last/Business name

Party search results

Smith
 Smith, Thomas L
 Smith, Adam
 Smith, Adolfo
 Smith, Agnes I
 Smith, Ahmin

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

ECF displays the following screen.

ECF Civil • Criminal • Query • Reports • Utilities •

Party Information

Last name First name

Middle name Generation

Title

Role Pro se

Prisoner Id Unit

Office

Address 1

Address 2

Address 3

City State Zip

County Country

Prison
 ALDERSON

Phone Fax

E-mail

Party text

Start date

- For a company, enter the entire company name in the **Last Name** field. Choose the appropriate **Role** from the drop down list. Click [**Submit**].
- For an individual, fill out the **Last Name, First Name, Middle Name, Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Click [**Submit**].
- Leave all other fields blank.

Linking Documents (Refer to existing event)

Some documents such as “Memorandum in Support” 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 web interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is the page title "Responses and Replies" and the case number "1:06-cv-01010-RB-KBM Falcone v. City of Albuquerque". The main content area contains a form with a checked checkbox and the text "Should the document you are filing link to another document in this case?". Below this are two rows of input fields: "Filed" and "Documents", each followed by a "to" label and another input field. At the bottom of the form are two buttons: "Next" and "Clear".

An “event” in CM/ECF is anything that has been filed in a case. To link the document you are currently filing to a previously filed document, check the box in front of “**Should the document you are filing link to another document in this case**” and click [**Next**].

You will next see a list of documents that you can link to. Click the check box for the document you wish to link to and click [**Next**].

Query Feature

Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information. Caution should be used, as a fee is charged for every page of each report requested with no limit. 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. This screen also allows you to enter a Client Code, which is useful for internal billing.

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 to access documents, docket sheets, query information, 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.

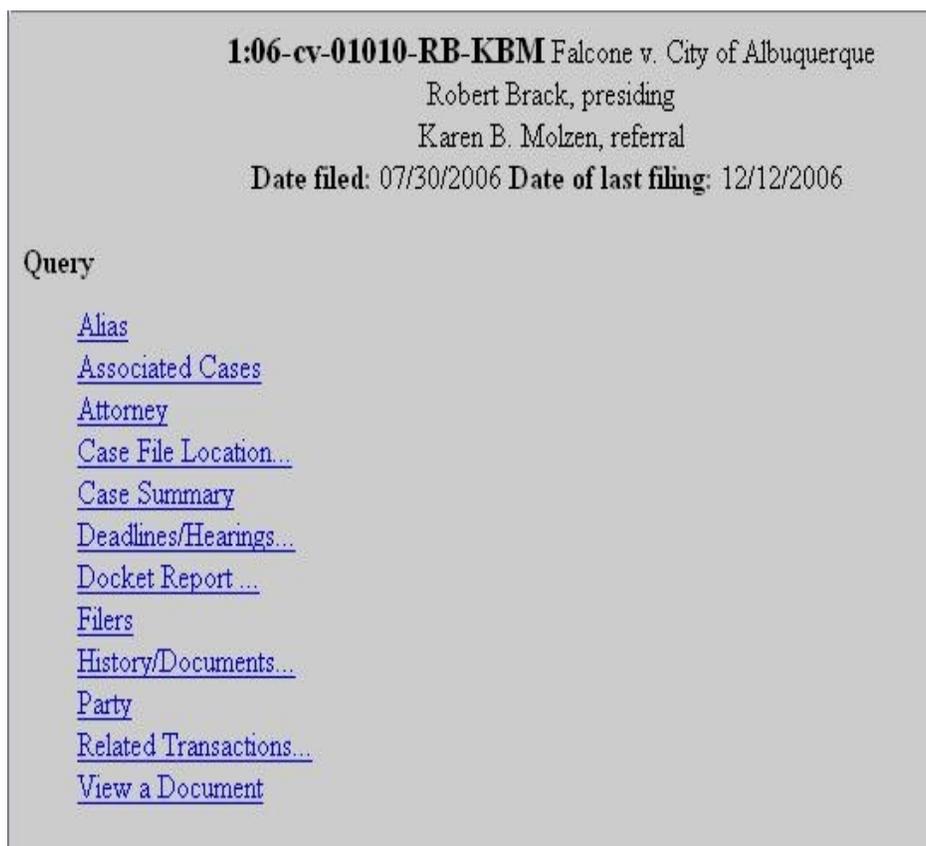
The screenshot shows the ECF Query data entry screen. At the top is a dark blue header with the ECF logo and navigation links for 'Civil', 'Criminal', 'Query', and 'Reports'. The main content area has a light yellow background. It starts with a 'Search Clues' section containing a 'Case Number' text box with examples '99-500, 1:99cv500'. Below this is an 'or search by' section with radio buttons for 'Case Status' (Open, Closed, All). There are two 'Filed Date' and 'Last Entry Date' text boxes, each followed by a 'to' text box. A 'Nature of Suit' dropdown menu is open, showing options: '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'. Below this is another 'or search by' section with radio buttons for 'Case Status' (Open, Closed, All). There are 'Last Name' and 'First Name' text boxes, with 'Last Name' containing 'Smith' and examples 'Desoto, Des*t'. A 'Middle Name' text box is also present. At the bottom is a 'Type' dropdown menu. At the very bottom are 'Run Query' and 'Clear' buttons.

You may also 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. If you click on the name of the party, ECF will open a query screen. 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 a query screen.

After querying the database by case number, name, or nature of suit, ECF opens the **Query** window for the specific case you selected.

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 1/1/1966 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.



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

Alias

Lists any known aliases for a party or parties in the case.

Associated Cases

Displays other cases that are associated to this case.

Attorney

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

Case File Location

Shows the physical location of the case files. This will apply to cases opened before January 3, 2007. With the implementation of CM/ECF, all Court records will be electronic only.

Case Summary

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

ECF		Query	Reports	Utilities	Logout
1:06-cv-00001-CA-WDS Lovato v. Presbyterian Health, et al M. Christina Armijo, presiding W. Daniel Schneider, referral Date filed: 01/03/2006 Date of last filing: 11/28/2006					
Case Summary					
Office: Albuquerque	Filed: 01/03/2006				
Jury Demand: Plaintiff	Demand: \$0				
Nature of Suit: 442	Cause: 29:621 Job Discrimination (Age)				
Jurisdiction: Federal Question	Disposition:				
County: Bernalillo	Terminated:				
Origin: 1	Reopened:				
Lead Case:	None				
Related Case:	None	Other Court Case: None			
Def Custody Status:					
Flags: MTNDDL, PROTO, REFER					
Plaintiff: Rhonda Lovato		represented by Gregory L. Biehler(Designation Retained)			Fax: 828-

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 below.

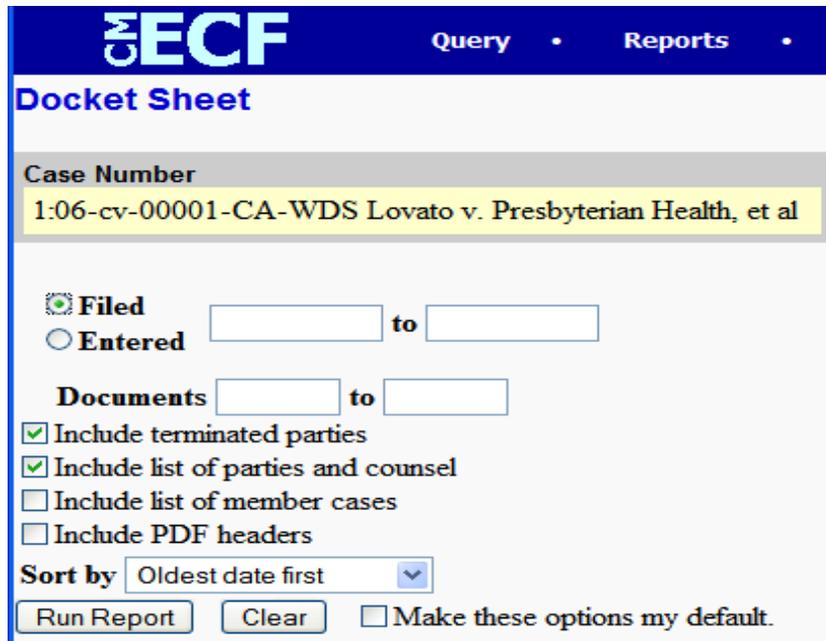
After the window opens, if you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing.

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
74	☉ Telephone Conference	09/26/2006	09/27/2006 at 02:15 PM		
76	☉ Discovery Deadline	10/02/2006	11/16/2006		
95	☉ Arbitration Hearing	11/28/2006	11/30/2006 at 11:00 AM		
76	☉ Motions Deadline	10/02/2006	01/03/2007		
16	☉ Pretrial Conference	04/28/2006	04/03/2007 at 09:00 AM		
16	☉ Pretrial Order Deadline	04/28/2006	04/10/2007		
16	☉ Jury Trial	04/28/2006	05/08/2007 at 09:00 AM		

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.



ECF Query • Reports •

Docket Sheet

Case Number
1:06-cv-00001-CA-WDS Lovato v. Presbyterian Health, et al

Filed to
 Entered

Documents to

Include terminated parties
 Include list of parties and counsel
 Include list of member cases
 Include PDF headers

Sort by Oldest date first ▼

Make these options my default.

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. 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.

Filers

This query will return a list of all Filers who have participated in this case.

History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on the **History/Documents** hyperlink, ECF opens the screen 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 the **[Run Query]** button. ECF queries the database and builds your report. The **History/Documents** 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.



1:06-cv-00001-CA-WDS Lovato v. Presbyterian Health, et al
 M. Christina Armijo, presiding
 W. Daniel Schneider, referral
Date filed: 01/03/2006 **Date of last filing:** 11/28/2006

History

Doc. No.	Dates	Description
--	<i>Filed:</i> 01/03/2006 <i>Entered:</i> 01/04/2006	Filing Fee Received <i>Docket Text:</i> FILING FEE PAID: on 1/3/06 in the amount of \$250.00, receipt #: 82940. (eh)
1	<i>Filed:</i> 01/03/2006 <i>Entered:</i> 01/04/2006	Complaint <i>Docket Text:</i> COMPLAINT for discrimination w/jury demand (2 Summons(es) issued) (referred to Magistrate Judge Robert H. Scott) (eh)
2	<i>Filed:</i> 01/03/2006 <i>Entered:</i> 01/04/2006	Jury Demand <i>Docket Text:</i> DEMAND for jury trial by plaintiff (eh) Modified on 01/04/2006

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

Party

This query will return a list of all Parties involved in this case.

Related Transactions

This shows all transactions/documents that are related within the case. For instance, this report will show motions and their corresponding orders or any other types documents that were linked together during the filing process.

View A Document

This allows you to view a particular document.

Reports Feature

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

Most of these reports will require that you log in to PACER and be accessed the standard PACER fees for reports. You may view Court Calendar Events, Written Opinions, and Document Retrieval System without logging into PACER and incurring their fees..

Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the **PACER** login screen.

Enter your **PACER** login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window depicted 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 the **[Run Report]** button. 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.

The top part of the report shows the “caption” information.

The screenshot shows the ECF system interface. At the top, there is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the text reads: "U.S. District Court District of New Mexico - Version 3.0 (Albuquerque) CIVIL DOCKET FOR CASE #: 1:06-cv-00001-CA-WDS".

Case details include:

- Plaintiff:** Rhonda Lovato
- Defendant:** Presbyterian Healthcare Services
- Date Filed:** 01/03/2006
- Jury Demand:** Plaintiff
- Nature of Suit:** 442 Civil Rights: Jobs
- Jurisdiction:** Federal Question
- Assigned to:** District Judge M. Christina Armijo
- Referred to:** Magistrate Judge W. Daniel Schneider
- Demand:** \$0
- Cause:** 29:621 Job Discrimination (Age)

Attorneys listed include Gregory L. Biehler and Marcia E. Lubar for the plaintiff, and John K Ziegler for the defendant. All attorneys are listed as "LEAD ATTORNEY" and "ATTORNEY TO BE NOTICED".

If you scroll down, you will see the docket sheet.

Date Filed	#	Docket Text
01/03/2006	1	COMPLAINT for discrimination w/jury demand (2 Summons(es) issued) (referred to Magistrate Judge Robert H. Scott) (eh) (Entered: 01/04/2006)
01/03/2006		FILING FEE PAID: on 1/3/06 in the amount of \$250.00, receipt #: 82940. (eh) (Entered: 01/04/2006)
01/03/2006	2	DEMAND for jury trial by plaintiff (eh) Modified on 01/04/2006 (Entered: 01/04/2006)

Civil Cases

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen as depicted here.

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 Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

Case Number/ Title	Case Dates	Days Pending	Notes
1-05-cv-00434-JB-LM Anaeme v. Medical Staffing All, et al	Case filed: 04/18/2005 Case closed: 09/29/2005 Case reopened: 09/29/2005 Case reopened: 12/07/2006	0	Cause: 28:1441 Petition for Removal-Contract Default NOS: 190 Contract: Other Office: Albuquerque Presider: James O. Browning Referral: Lourdes A. Martinez Jury demand: Both
1-06-cv-08017-BB-LFG Spears v. Albuquerque Journal	Case filed: 11/30/2006	7	Cause: 42:1983 Civil Rights Act NOS: 440 Civil Rights: Other Office: Albuquerque Presider: Bruce D. Black Referral: Lorenzo F. Garcia Jury demand: Plaintiff
1-06-cv-08222 v. Federline et al	Case filed: 11/30/2006	7	Cause: 28:1331 Fed. Question: Breach of Contract NOS: 190 Contract: Other Office: Albuquerque Presider: Unassigned Jury demand: Plaintiff

Total number of cases reported: 3

Selection Criteria for Report	
Office	All
Case Type	All
Nature of Suit	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** report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Be careful about the fees for each report, as detailed below.

Judgment Index - Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Criminal Cases - Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Calendar Events – This report is free.

Docket Activity - Warning: This report is not subject to the 30 page billing cap. You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Written Opinions – This report is free.

Document Retrieval System – This report is free.

Calendar Reports – This report is free.

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.



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 Address

Click on the **Maintain Your Address** hyperlink to open the **Maintain User Account** information screen.



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. It is the attorney's responsibility to maintain the information on this screen.

Clicking on the **[Email information]** button opens the following screen.

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
Perry_Mason@nmcourt.fed.us	HTML	Individual NEF	Yes	Yes	Hide Options

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

- Click on [Add Additional E-mail Address].
- Enter the email address of the individual you wish to notify concerning ECF activity. To add up to 12 email addresses, continue to click the [Add Additional E-mail Address] button.

Primary E-mail Address	Format	Delivery Method	Active My Cases	In All	Additional Options
Perry_Mason@nmcourt.fed.us	HTML	Individual NEF	Yes	Yes	Hide Options
Columbo@nmcourt.fed.us	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options

- Select the Format (either HTML or Text) of the ECF notices for each email address. HTML is preferred, however users of mobile devices may select Text for easier screen reading.
- Select the Method of noticing, either Individual or Summary NEF. Individual NEFs are sent immediately to the email address listed. Summary NEFs will collect all NEF to your email address and send one email (shortly after midnight). Summary NEFs can reduce the amount of email sent by the system to you if you are active in a number of high activity cases.

- Select if the Secondary E-mail Address(es) are Active. NOTE: The Primary E-mail Address is always Active. This selection is handy if you are going on vacation and want your back up to receive your NEFs. When you return from vacation, deselect the Active option.
- Select if the Secondary E-mail Address(es) are for All Your Cases. You may want an associate to work with you on just on specific case, in which case you would not select “In All My Cases”.
- If you want to monitor activity in a case you are not associated with, you can click the Hide Options button.

ECF Civil • Criminal • Query • Reports • Utilities • Logo

Email Information for Perry Mason

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
Perry_Mason@nmcourt.fed.us	HTML	Individual NEF	Yes	Yes	Hide Options

Secondary E-mail Addresses

Columbo@nmcourt.fed.us	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options
------------------------	------	----------------	-------------------------------------	--------------------------	--------------

Hide Options
 Hide Options
 Specific or Additional Cases
 Delivery Method Exceptions

- Then click on Specific or Additional Cases. Enter the case number you want to monitor. You will receive an NEF for activity in this case, however since you are not associated with the case, you are not eligible for the one free look. Your email address will NOT appear on the NEF if you are monitoring a case.
- If you normally prefer Summary NEFs, but you have one case that requires immediate attention, you can click the Hide Options and select Delivery Method Exceptions. Select the case you prefer Individual NEFs in.

ECF Civil • Criminal • Query • Reports • Utilities • Logo

Email Information for Perry Mason

Primary E-mail Address	Format	Delivery Method	Active	In All My Cases	Additional Options
Perry_Mason@nmcourt.fed.us	HTML	Summary NEF	Yes	Yes	Delivery Method Exceptions

Add **Delivery Method Exceptions**

The following cases will receive Individual NEF e-mails.

1:06-cv-01080 Falcone v. City of Albuquerque
--

Select case to add to list here and click

Secondary E-mail Addresses

Columbo@nmcourt.fed.us	HTML	Individual NEF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hide Options
------------------------	------	----------------	-------------------------------------	--------------------------	--------------

- When you have finished working with this screen, click [Return to Person Information Screen] and be sure to click [Submit] to save your changes.

To edit or view login information about your account, select the button labeled **More user information**, from the **Maintain User Account** screen.

More User Information for Perry Mason	
Login	PerryMason
Password	*****
Prid	515
Registered	Y
Internet Credit Card	Y
Groups Attorney	
Last login	12-07-2006 09:23
Current login	12-08-2006 09:23
Create date	07/29/2006
Update date	07/29/2006
<input type="button" value="Return to Account screen"/> <input type="button" value="Clear"/>	

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button. 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 on screen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. NOTE: The transaction log charges are all maintained by PACER. The Court can not assist with any billing issues you may have with PACER.



Transaction Log

Report Period: 12/01/2006 - 12/08/2006

Id	Date	Case Number	Text
127243	12/01/2006 09:21:51	1-06-cv-1150	MOTION for Preliminary Injunction <I>to cease and desist</I> by City of Albuquerque. (Attachments: # (1) Exhibit A: Contract pages 1-40)(Attorney, Student14)
127253	12/02/2006 13:51:29	1-06-cr-1150-1	NOTICE OF APPEAL by Noel K. Benedict re [5] Judgment (Attorney, Student14)
127279	12/05/2006 09:37:17	1-06-cv-1050	<I>Amended</I> ANSWER to Complaint with Jury Demand by City of Albuquerque. Related document: [1] Complaint filed by Mitchell A. Falcone. (Attorney, Student14)
127321	12/05/2006 10:20:43	1-06-cv-1050	Amended MOTION to Dismiss <I>Complaint or in the alternative</I>, Amended MOTION for Summary Judgment <I>on Count III of the Complaint</I> by City of Albuquerque. (Attachments: # (1) Exhibit B Video# (2) Exhibit B Video)(Attorney, Student14)
127368	12/05/2006 10:32:02	1-06-cr-1050-1	NOTICE OF APPEAL by Noel K. Benedict re [5] Judgment (Attorney, Student14)
127521	12/07/2006 09:59:58	1-06-cv-1080	<I>Amended</I> ANSWER to Complaint with Jury Demand by City of Albuquerque. Related document: [1] Complaint filed by Mitchell A. Falcone. (Attorney, Student14)
127545	12/07/2006 10:34:51	1-06-cv-1080	Second MOTION to Dismiss <I>Dismiss count three or in the alternative</I>, Second MOTION for Summary Judgment <I>On count III</I> by City of Albuquerque. (Attachments: # (1) Exhibit contract pgs. 1-40# (2) Exhibit 1.b contract pgs. 41-80)(Attorney, Student14)
127562	12/07/2006 10:47:12	1-06-cr-1080-1	NOTICE OF APPEAL by Noel K. Benedict re [5] Judgment (Attorney, Student14)

Total Number of Transactions: 8

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
- no unauthorized individuals have entered transactions into ECF using your login name and password.

The Utilities, Your Account screen also allows you to work with your PACER information. You can:

Change the Client Code

which helps track your research for client billing purposes.

Change Your PACER Login

if you do CJA work (and have a non-billable PACER account for the CJA work) you can change to your other PACER account.

Review Billing History (PACER)

helpful when billing your clients and your PACER quarterly statement has not arrived yet.

Show PACER Account

to review your PACER account settings.

Remove Default PACER Account

when signing in to PACER you can set a default PACER account to your CM/ECF account. This allows you to change that association.

Miscellaneous

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

Legal Research

The **Legal Research** hyperlink from the **Miscellaneous** screen, opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

Mailings

The **Mailings** hyperlink allows you to see which parties in a case are to be notified electronically via email and which parties will need to be noticed by other means (such as postal mail or courier). You can also print “mailing labels” which gives the postal addresses for all parties in the case.

Verify a Document

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. This will verify that the document originally filed has not been changed in any way.

Internet Payment History

The **Internet Payment History** hyperlink will show your payments made to the Pay.gov website, which allows you to make electronic payments when opening cases or filing appeals. This does not show your PACER charges.

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.