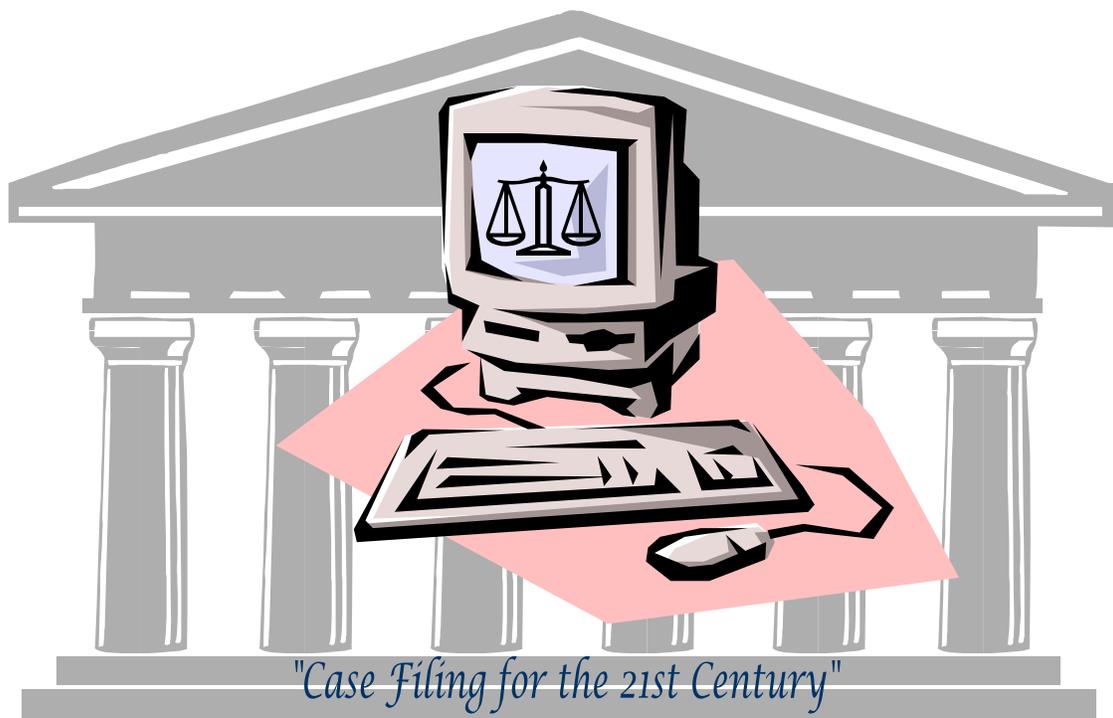




Electronic Case Filing System (ECF)

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



User's Manual

(Revision 5 - November 2003)

TABLE OF CONTENTS

Getting Started	1-2
Introduction.....	1
Requirements.....	1
Registering for Access to ECF.....	2
Preparation	3-4
Setting Up Adobe Acrobat.....	3
Portable Document Format (PDF).....	3
Basics	4-5
User Interactions.....	4
Conventions Used in this Manual.....	4
Incorrectly Filed Documents.....	5
Viewing Transaction Log.....	5
User's Manual.....	5
ECF Listserver Notification.....	5
ECF Privacy Notice.....	5
Entering the ECF System	6-10
Entering the ECF System.....	6
Logging In.....	8
Selecting ECF Features.....	10
Civil Events Feature	11-22
General Rules and Manipulations.....	11
Manipulating the Screens.....	11
Correcting a Mistake.....	11
Signatures.....	11
Filing a Civil Complaint.....	11
Filing Documents for Civil Cases.....	11
1) Select The Type Of Civil Event That Is Being Filed.....	12
2) Locate The Case For Which The Pleading Is Being Filed.....	13
3) Designate The Parties For Whom The Document Is Being Filed.....	13
4) Specify The PDF Document To File.....	14
Failure to Select a Document to File.....	17
5) Adding Attachments To Documents Being Filed.....	17
Filing Attachments and Exhibits that Originate from Paper Documents.....	18
6) Refining Docket Text.....	19
7) Submit Pleading For Docketing.....	19
8) Notice Of Electronic Filing.....	20
E-Mail Notification Of Documents That Were Filed.....	22
Filing Other Types of Documents.....	22
Amended Complaints, Third Party Complaints, Counterclaims, and Crossclaims.....	22
Filing Documents When ECF Is Not Accessible.....	22

TABLE OF CONTENTS

(CONTINUED)

Query Feature	23-28
Selecting a Case to Query	23
Query on:	
Attorney	24
Case Summary	25
Deadlines/Hearings	25
Docket Report	26
History/Documents	27
Other Queries	28
Reports Feature	29-30
Docket Sheet Report	29
Civil Cases Filed Report	30
Utilities Feature	31-35
Your Account	31-34
Maintain Your Account	31
View Your Transaction Log	34
Miscellaneous	34
Other Account Features	35
Logout	35
Additional Information Regarding ECF	35
Sealed Documents	35
How to File if ECF is Out of Service	35
Answers to Complaints	35
Attachments	36-42
Attorney Documents for Criminal Events	37-38
Attorney Documents for Civil Events	39-40
ECF Participant Registration Form	41-42
Notice Regarding Superior Court File	43
Notice Regarding Exhibit Attachment	44
Notice Regarding Privacy and Public Access to Electronic Case Files	45

ELECTRONIC CASE FILES SYSTEM

USER'S MANUAL

GETTING STARTED

Introduction

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

Help Desk

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

ECF System Capabilities

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

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

Requirements

Hardware and Software Requirements

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

- A personal computer running a standard operating system such as Microsoft Windows or Macintosh
- An Internet service provider and Web browser. The Court has verified that its installed version of ECF is compatible with Netscape Navigator version 4.X and Microsoft's Internet Explorer version 5.5. Netscape Version 4.76 can be downloaded from the Courts ECF Website

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

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

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

PACER Registration

ECF users must have a PACER account with the Court in order to use the **Query** and **Report** features of the ECF system. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://pacer.psc.uscourts.gov>.

Registering for Access to ECF

Attorneys who require access to the Electronic Case Filing (ECF) system should obtain a registration form from the Court's ECF website. The form includes instructions for completing and returning the ECF registration form to the Clerk's office. After processing the properly completed registration form, the Clerk's office will open a user account and contact you with your ECF system login and password.

Note: The Clerk's Office will only issue an ECF login and password to attorneys who are members of this Court's bar. Also, an ECF login and password will be issued to attorneys admitted pro hac vice or pro bono by the Court. Pro se filers must petition the Court for permission to file in ECF.

Registrants may call one of the following telephone numbers to discuss their computer system requirements, and to learn of the court's training assistance. A copy of the registration form is included as an attachment to the ECF User's Manual.

Operational Assistance

Operations ECF Helpline

(202) 354-3190

Technical Assistance

Office of Information Technology Help Desk

(202) 354-3210

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

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

PREPARATION

Setting Up Adobe Acrobat PDF Reader

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

Portable Document Format (PDF)

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

Viewing a PDF Document

- Open Adobe Acrobat or Acrobat Reader.
- Select **[File]** on the menu bar and choose **[Open]** from the drop-down window.
- Click on the location and file name of the PDF document you wish to view.
- Acrobat loads the file and displays it on your screen. Verify it is the document you wish to send.
- If the displayed document is larger than the screen or contains more than one page, use the scroll bars and buttons to move about within the document.
- Click on the **View** menu to select other options for viewing the document. Choose the option that best suits your viewing needs.

Converting Electronic Documents to PDF Format

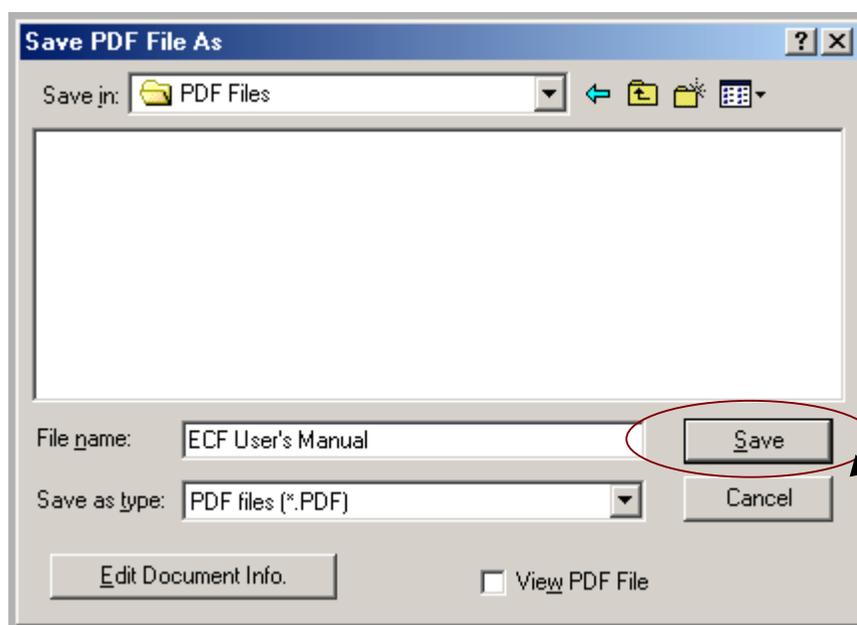
You must convert all of your documents from their native application to PDF format before submitting them to the Court through its Electronic Case Filing (ECF) system. The conversion process requires Adobe Acrobat or Word Perfect 9 word-processing application with its built-in PDF conversion capabilities.

From Word Perfect Version 9

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

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

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



- Name the document, verify the “saved file type” is .pdf , and click the **[Save]** button.
- Your document is now saved as a PDF file and will be uploaded to ECF later in the filing process.

BASICS

User Interactions

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

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

Conventions used in this Manual:

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

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

Incorrectly Filed Documents

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

To request a correction, call the Clerk's Office Operations Help line at **(202) 354-3190** and ask for assistance. You will need to provide the case and document numbers for the document requiring correction. If appropriate, the Clerk's Office will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document. The ECF system does not permit you to make changes to the misfiled document(s) or to correct erroneous docket entries after the transaction has been accepted by the Court.

Viewing Transaction Log

This feature, selected from the **Utilities** menu, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect that someone is using your login and password without your permission, change your password immediately, then telephone the Clerk's office as soon as possible.

User's Manual

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

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

ECF Email (Listserver) Notification

The Clerk's Office has set up an e-mail notification service for its registered ECF filers. List server subscribers will receive an e-mail message whenever the court wishes to electronically notify ECF registrants of pertinent ECF information. Registered ECF users can subscribe to the ECF list server from the Court's ECF website.

ECF Privacy Notice

You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via WebPACER. If sensitive information must be included, the certain personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically. All ECF registrants should read the notice on the Court's web site regarding privacy and public access to electronic case files. The full text of the Court's ECF privacy notice is included as an attachment to the ECF Users Manual.

ENTERING THE ECF SYSTEM

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

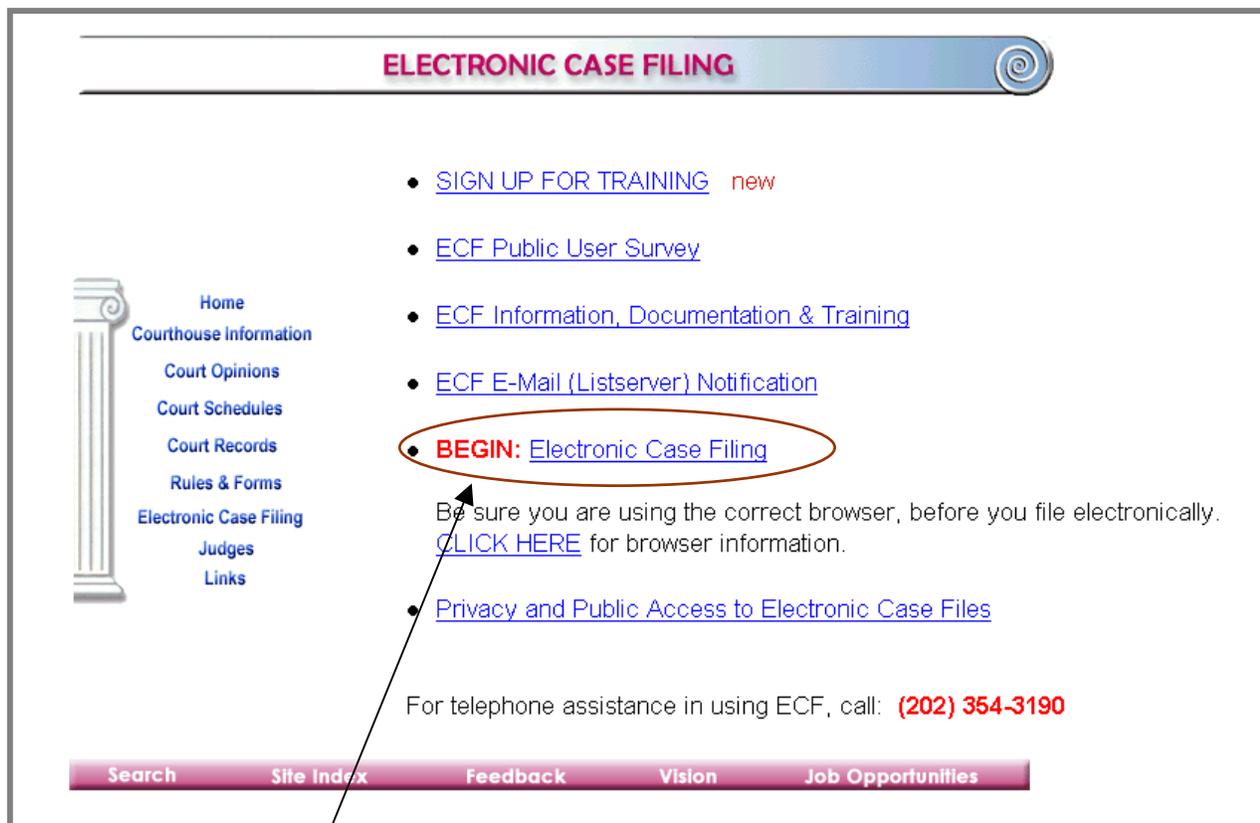
Figure 1



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

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

Figure 2



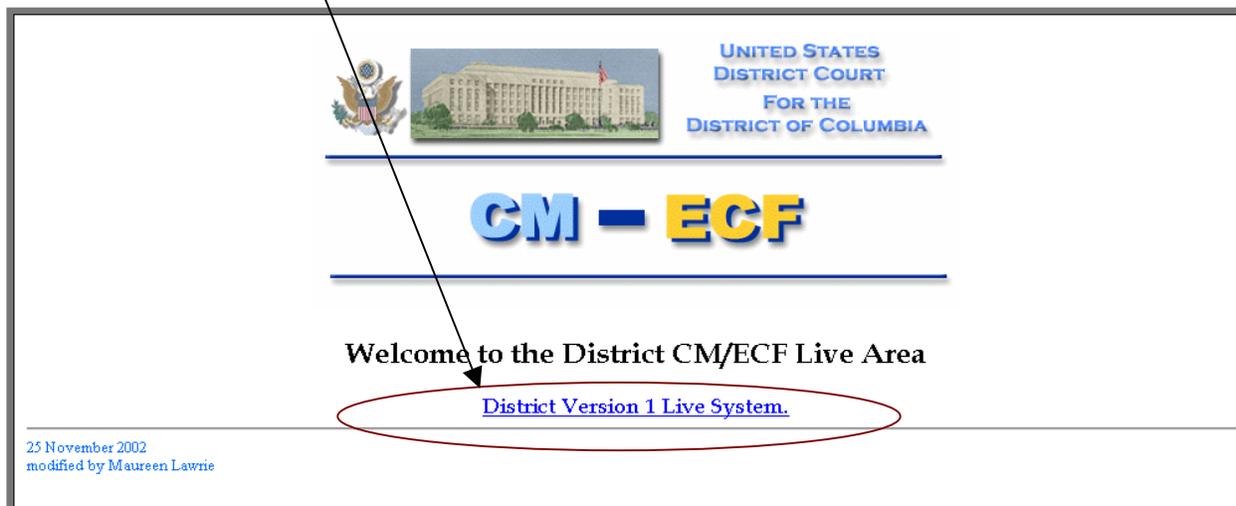
After you select **Begin: Electronic Case Filing**, the ECF *Welcome* screen appears as depicted in Figure 3.

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

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

This URL connects you directly to the District Court's ECF screen depicted in Figure 3. Point and click on the **District 1 Version 1 Live System** (EM/ECF) hyperlink to open the login screen and login to ECF.

Figure 3



Logging In

Figure 4 depicts the login screen.

Figure 4

ECF/PACER Login

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

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

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:

Enter your ECF login name and user password in the appropriate data entry fields. It is important to remember that all ECF login names and passwords are case sensitive. The field for client code is not a demand entry field. If you want PACER to breakout your charges by client, enter your own internal client codes in this field.

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password. **PACER** charges a fee of \$.07 per page to view documents in ECF. There is a \$2.10 cap (30-pages) on each document viewed. Viewed documents open as PDF files and can be printed and/or saved to your computer.

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

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

Login failed either your login name or key is incorrect.

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

Figure 5

JUDGE	DOCKET CLERK	PHONE NUMBER
Judge Rosemary M. Collyer (RMC) Judge Gladys Kessler (GK) Judge Thomas Pennfield Jackson (TPJ) Magistrate Judge John M. Facciola (JMF)	Robert Elliotte	(202) 354-3192
Judge Colleen Kollar-Kotelly (CKK) Judge Ricardo M. Urbina (RMU)	CM/ECF Help Desk	(202) 354-3190

Also, this screen lists the Court’s docket clerks. You may contact the appropriate docket clerk with specific docketing questions about your case..

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

Selecting ECF Features

ECF provides the following features that are accessible from the *Blue* menu bar at the top of the opening screen.

- Civil** - Select **Civil** to electronically file all civil case pleadings, motions, and other court documents.
- Criminal** - For case management only by the Clerk's Office. Criminal cases will be functional for Electronic Case Filing in 2004.
- Query** - **Query** ECF by specific case number or party name to retrieve information and documents that are relevant to the case. You must login to **PACER** before you can query ECF.
- Reports** - Choose **Reports** to retrieve calendar events, cases-filed reports, and docket sheets. You must login to **PACER** before you can view an ECF report.
- Utilities** - View your personal ECF transaction log and maintain personal ECF account information in the **Utilities** area of ECF.
- Logout** - Provides the means to gracefully exit from ECF.

CIVIL EVENTS FEATURE

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

General Rules and Manipulations

Manipulating the Screens

Each event screen has two buttons associated with data entry:

- Use the **Clear** button to remove **all** characters entered in its associated field or box.
- Use the **Next** button or the **Submit** button to accept entered data and display the next data-entry screen.

Correcting a mistake



Use the **[Back]** button on the Netscape toolbar to retrieve the previous screen to correct data entry errors. Only the Clerk's office can make changes or corrections to documents that have already been transmitted to the court.

Signatures

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

Filing a Civil Complaint

Civil complaints shall be filed at the Clerk's with: *a) Civil Cover Sheet (JS-44c) b) an electronic version of the complaint and accompanying documents in PDF format, and c) payment for your \$150.00 filing fee in the form of a check or money order.* The Clerk's office will open your case in ECF, and attach your complaint and any supporting documents in PDF format.

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

Filing Documents for Civil Cases

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

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

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



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

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

Figure 6



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

Figure 7

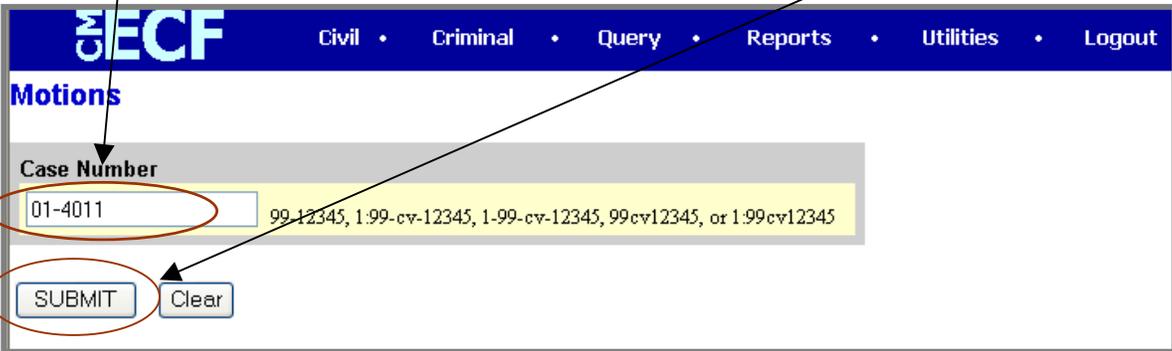


Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief. Ensure all motions are highlighted before clicking on the [SUBMIT] button.

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

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

Figure 8



The screenshot shows the ECF Motions screen. At the top is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar is the 'Motions' header. A 'Case Number' field contains '01-4011'. To the right of the field is a list of suggested case numbers: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the field are two buttons: 'SUBMIT' and 'Clear'. Red circles highlight the 'Case Number' field and the 'SUBMIT' button. Arrows point from the caption 'Figure 8' to these elements.

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

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

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

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

Figure 9



The screenshot shows the ECF Motions screen. At the top is a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar is the 'Motions' header. The case number '1-01-04011 DE'MITRIA RICE v. ARLENE ACKERMAN et al' is displayed. Below the case number is the instruction 'Select the filer.' and 'Select the Party:'. A list of parties is shown in a scrollable box: 'ALICIA RICE, [Plaintiff] (T)', 'ARLENE ACKERMAN, [Defendant]', 'DE'MITRIA RICE, [Plaintiff]', 'DISTRICT OF COLUMBIA, [Defendant]', 'Johnson, Walter [3ddf]', 'SMUTZ, JIMMY CLINTON [3ddf]', and 'THAYER/PATRICOF EDUCATION HOLDINGS, L.L.C., [3ddf]'. The party 'DE'MITRIA RICE, [Plaintiff]' is highlighted. To the right of the list is a link 'Add/Create New Party'. Below the list is the instruction '(T) indicates a terminated party'. At the bottom are two buttons: 'SUBMIT' and 'Clear'. A red arrow points from the caption 'Figure 9' to the 'SUBMIT' button.

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding

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

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

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

4. Specify the PDF Document to File

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

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

Figure 10

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

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

Filename

Browse...

Attachments to Document: No Yes

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

File Upload

Look in: PDF Files

File name:

Files of type: HTML Files

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

Files of type:

to:

Files of type:

or:

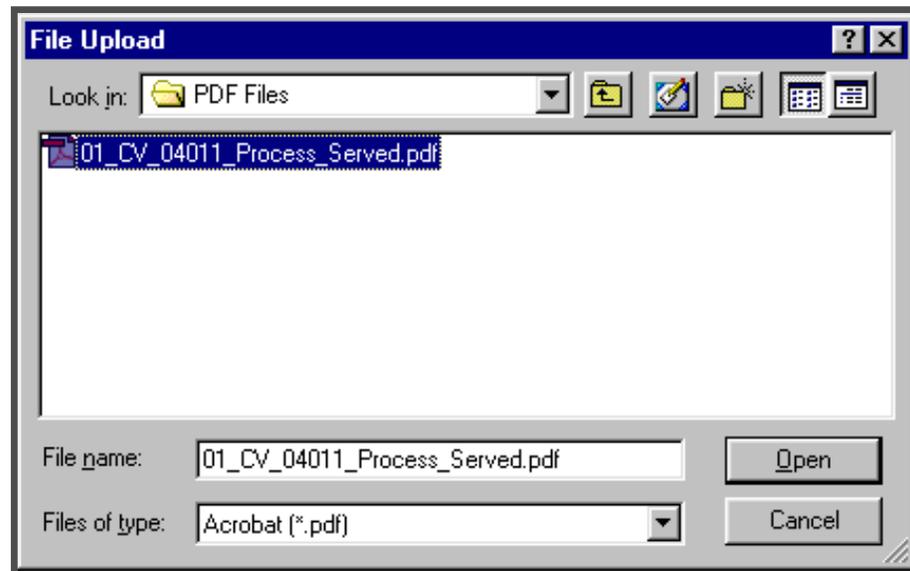
Files of type:

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

- Highlight the file to upload to ECF. See Figure 11A.

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

Figure 11A



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

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

Figure 11B

The screenshot shows a web interface titled "Motions" for case "1-01-04011-PLF DE'MITRIA RICE v. ARLENE ACKERMAN et al". It prompts the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". A "Filename" field contains "C:\My Documents\PDF Files\01_CV_040" and a "Browse..." button is next to it. Below this, there are radio buttons for "Attachments to Document:" with "No" selected and "Yes" unselected. At the bottom, there are "SUBMIT" and "Clear" buttons. Red circles highlight the "SUBMIT" button and the "Browse..." button.

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

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

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

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

Note: The motion, memorandum in support of the motion, statement of facts, and other documents directly pertinent to the motion should reside in a single PDF file. Proposed orders, affidavits, and other exhibits should reside in separate PDF files to be included as attachments to the motion. Step 5 describes the method for adding the attachments to your filing.

Failure to Select A Document to File

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

Figure 12



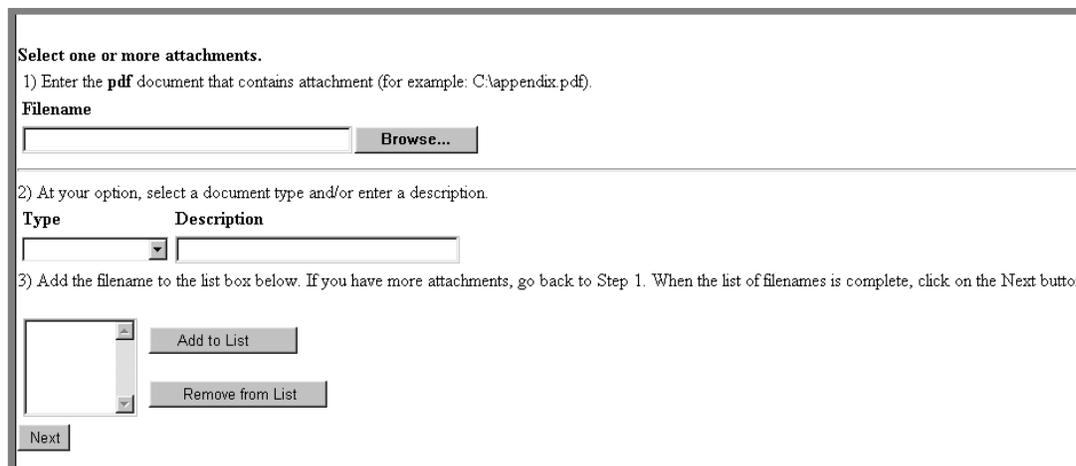
- Use the **[Back]** button on the Netscape toolbar to return to the screen depicted in Figure 11. Enter the PDF file name for the document you are filing. Click on the **[SUBMIT]** button from this screen and ECF opens the screen depicted in Step 6, Figure 14. If you proceed, ECF will file your pleading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

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

5. Adding Attachments to Documents being Filed

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

Figure 13



Select one or more attachments.

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

Filename

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

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

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

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

- Next to the field for Attachment **Type**, click on the arrow and ECF opens a pulldown screen. Highlight the type of attachment from the displayed selection.

- Describe the attachment fully by clicking in the **Description** box and typing a clear and concise description of the attachment.
- Click on **[Add to List]** button.

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.

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

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

Filing Attachments and Exhibits That Originate From Paper Documents

The Court requires you to file all ECF documents, including attachments and exhibits, in electronic format. If an attachment or exhibit is in paper format, electronically scan and convert it to a PDF file. Attach the PDF file of your exhibit or attachment to the pleading as described in Step 5. However, *if* the document is more than *500 pages* long, you may submit it in paper format.

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

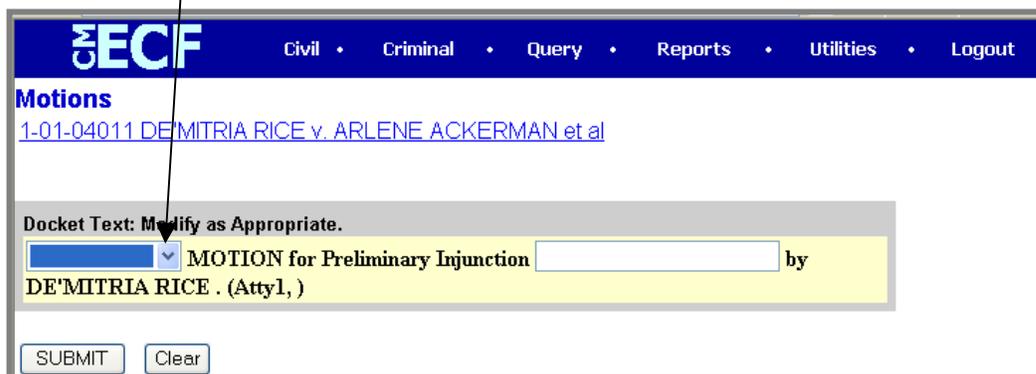
Note: Sealed documents cannot be filed electronically. If you wish to electronically file a pleading that contains one or more sealed exhibits or attachments, prepare a one-page ***Notice Regarding Exhibit Attachment*** that informs the Court that the documents are sealed. Convert the notice to *PDF*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

6. Refining Docket Text

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

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

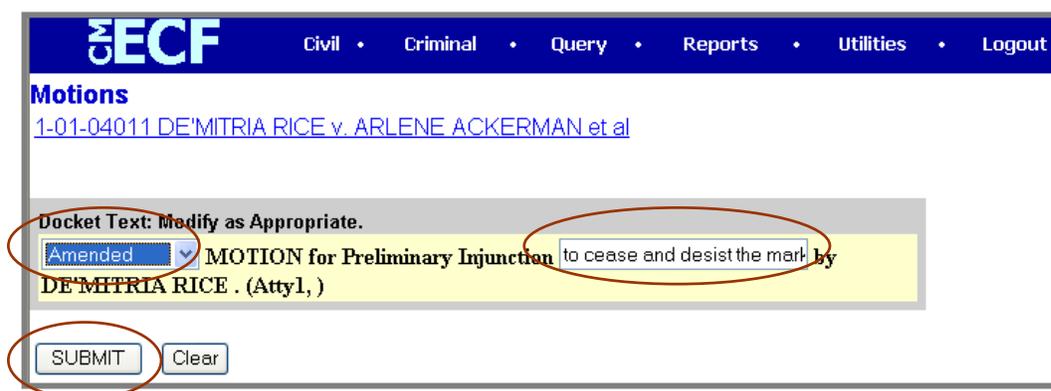
Figure 14



The screenshot shows the ECF Motions page for case 1-01-04011 DE'MITRIA RICE v. ARLENE ACKERMAN et al. The docket text input field is highlighted in yellow and contains the text "MOTION for Preliminary Injunction" followed by a blank space and "by DE'MITRIA RICE . (Atty1,)". A dropdown menu is open above the input field, showing a list of modifiers. The "SUBMIT" and "Clear" buttons are visible below the input field.

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

Figure 15



The screenshot shows the ECF Motions page for case 1-01-04011 DE'MITRIA RICE v. ARLENE ACKERMAN et al. The docket text input field is highlighted in yellow and contains the text "Amended MOTION for Preliminary Injunction to cease and desist the mark by DE'MITRIA RICE . (Atty1,)". The "SUBMIT" and "Clear" buttons are visible below the input field. Red circles highlight the dropdown menu, the input field, and the "SUBMIT" button.

7. Submit Pleading for Docketing

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

Figure 16

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" followed by the case number "1-01-04011 DE'MITRIA RICE v. ARLENE ACKERMAN et al". A yellow highlighted box contains the docket text: "Docket Text: Final Text" and "Amended MOTION for Preliminary Injunction to cease and desist the marketing and selling of widgets by DE'MITRIA RICE. (Atty1,)". Below the docket text, a red 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 of the screen, there are two buttons: "SUBMIT" and "Clear". The "SUBMIT" button is circled in red, and an arrow points from it to the "Note" box below.

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

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

Attention!! Pressing the 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*.

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

8. Notice of Electronic Filing

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

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

Figure 17

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

Notice of Electronic Filing

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Email Notification of Documents That Were Filed

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

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

Filing Other Types of Documents

Registered users who wish to file a document other than a motion or application should make the appropriate selection from the **Civil Events** menu. The process for other filings is very similar to what has been described in this manual for filing a motion. If you have questions about the type of document to file in ECF, call the Clerk’s office.

Amended Complaints, Third Party Complaints, Counterclaims, and Crossclaims

Amended complaints, third party complaints, counterclaims, and crossclaims are filed as PDF files by attaching them to an email addressed to the court’s generic ECF Email address at dcd_cmecf@dcd.uscourts.gov. Include the case number and judge’s initials in the subject line of the email. Also, military affidavits and returns of service should be emailed to the generic ECF Email address.

Filing Documents When ECF Is Not Accessible

Occasionally, users may be unable to electronically file documents because of problems with the Court’s ECF system or their own internal computer systems. If you are unable to file electronically, call the Clerk’s office for advice. If it appears that ECF or your own computer system will be inaccessible for an extended period of time, you may bring a hard-copy and electronic version of the pleading to the Courthouse and file in person or after hours at the speedy-filing box at the John Marshall entrance. Alternatively, you may email the Clerk’s Office at dcd_cmecf@dcd.uscourts.gov with PDF files of the pleading and exhibits attached to the email. Include the case number and judge’s initials in the subject line of the email. Retain copies of all emails sent to the Court.

QUERY FEATURE

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



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

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

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

Figure 18

A screenshot of the 'Query' web interface. The title 'Query' is in blue. Below it is a 'Search Clues' section with a yellow background. It contains several input fields: 'Case Number' with a text box and '(Examples: 99-500, 1:99cv500)' next to it, and 'Def Number' with a text box. Below these is the text 'or search by'. There are two date range fields: 'Filed Date' and 'Last Entry Date', each with two text boxes and 'to' between them. A dropdown menu for 'Nature of Suit' is open, showing options: '0 (zero)', '110 (Insurance)', and '120 (Contract Marine)'. Below this is another 'or search by' text. There are three text boxes for 'Last Name', 'First Name', and 'Middle Name'. The 'Last Name' field has '(Examples: Desoto, Des*t)' next to it. A 'Type' dropdown menu is also present. At the bottom are two buttons: 'Run Query' and 'Clear'.

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

Figure 19

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

Select A Person

There were 2 matching persons.

[JEFFERSON, DANNY](#) (pty)
[JEFFERSON COURT, L.P.](#) (pty)

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

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

Figure 20

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/Schedule](#)
- [Docket Report](#)
- [Filers](#)
- [History/Documents](#)
- [Party](#)
- [Related Transactions](#)
- [Status](#)

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

Attorney

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

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

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

Deadlines/Hearings

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

Deadlines/Hearings

Sort by

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

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

Figure 21

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

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	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
1	Answer due from DC	07/02/2001	07/23/2001	08/06/2001	

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

Docket Report

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

Figure 22

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

Docket Sheet

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

Filed to
 Entered

Documents to

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

Sort by Oldest date first

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

Figure 23

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

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

Plaintiff

KENNIETH F. THOMPSON

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

V.

Defendant

THE CAPITOL POLICE BOARD

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

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

History/Documents

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

Figure 24

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

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

Figure 24A

The screenshot shows a 'History' report for case 1-01-01465-JR HARRELL v. DISTRICT OF COLUMBIA, presided over by Judge James Robertson. The report is dated 07/02/2001 with the last filing on 08/20/2001. The table below lists various events and documents in reverse chronological order. The first entry, document number 6, is circled in red. A diagonal line is drawn across the table from the top-left to the bottom-right.

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

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

Other Queries

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

REPORTS FEATURE

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

Figure 25



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

Docket Sheet

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

Figure 26

The screenshot shows the ECF Docket Sheet query window. It has a blue header with the ECF logo and navigation items: Civil, Criminal, Query, Reports (highlighted), Utilities, and Logout. The main heading is "Docket Sheet". Below this is a "Case Number" field containing "1-01-cv-1528 THOMPSON v. THE CAPITOL POLICE BOARD". There are two radio buttons: "Filed" (selected) and "Entered", each followed by a date input field and a "to" label. Below these are "Documents" input fields. There are three checked checkboxes: "Include terminated parties", "Include links to Notice of Electronic Filing", and "Include List of Parties and Counsel". A "Sort by" dropdown menu is set to "Oldest date first". At the bottom are "Run Report" and "Clear" buttons.

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

Civil Cases Report

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

Figure 27

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

Enter the range of case filing dates for your report and select any other search criteria if you wish to narrow your search. If you enter a date range only, ECF will display all of the cases filed within your date range. If you wish to view a report for all cases opened in ECF, enter a date range of 1/1/1970 to the present date. Figure 28 depicts part of a report of all cases filed in ECF at the U.S. District Court from 7/1/2001 to 9/4/2001.

Figure 28

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

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

UTILITIES FEATURE

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

Figure 29

The screenshot shows the ECF Utilities page. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities (highlighted), and Logout. Below the navigation bar is the 'Utilities' section, which is divided into several categories of links:

- Your Account:** [Maintain Your Account](#), [View Your Transaction Log](#)
- Miscellaneous:** [Legal Research ...](#), [Mailings...](#)
- Edit Data:** [Edit Case Associations](#), [Attorney Admissions](#), [Verify a Document](#)
- [Enter MJSTAR Miscellaneous Data](#), [Update Dispositive Logic Table](#)
- [Edit MJSTAR Petty Offense Data](#)
- [Edit MJSTAR Time in Court Data](#)
- [Edit Law Firm Data](#)

Your Account

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

Maintain Your Account

Click on the [Maintain Your Account](#) hyperlink to open the **Maintain User Account** information screen. See Figure 30.

Figure 30

The screenshot shows the 'Maintain User Account' form. It contains the following fields and controls:

- Last name: First name:
- Middle name: Generation:
- Gender: ATY Type:
- Title: Type aty:
- Bar Number:
- Office:
- Address 1:
- Address 2:
- Address 3:
- City: State: Zip:
- Country: County:
- Phone: Fax:
- Initials: DOB: AO code: End date:
- Civil ref style: Criminal ref style:
- Date sworn: Status:

Buttons at the bottom: , , ,

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

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

Figure 31

E-mail information for wes

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

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

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

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

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

Figure 31A

E-mail information for wes

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

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

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

- If you wish to receive email notifications in cases to which you are not a party, check

the appropriate box and list the case numbers of interest. When you are notified of activities in these cases, use your PACER account to view the filed documents.

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

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

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

Figure 32

More User Information for wes

Login	<input type="text" value="shortw"/>	Last login	08-31-2001 11:03
Password	<input type="password" value="*****"/>	Current login	09-04-2001 11:03
Prid	2231	Create date	08/02/2001
Registered	<input type="checkbox" value="Y"/>	Update date	08/16/2001
Groups	Quality Control		

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen. When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen. A screen opens asking which cases are to reflect the updated data. Make your selection and click the **[Submit]** button to submit your changes to ECF.

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: If you modified name on the previous screen, the new values will be recorded for ALL cases to which the person is linked. Modifications of other items will be recorded ONLY for those cases you select below. Click the question mark on the menu bar above for more information.

Update All

- 1:84-cv-3400
- 1:89-cv-2074
- 1:89-cv-2763

ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log

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

Figure 33

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

View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: End Date:

Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. See Figure 34 for a sample transaction log report.

Figure 34

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

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

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

Miscellaneous

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

- Legal Research
- Mailings
- Verify a Document

When you click on the [Legal Research](#) hyperlink from the **Miscellaneous** screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet. Select the [Verify a Document](#) hyperlink to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a [Mailings](#) hyperlink that opens a new screen for making or requesting mailing information for specific cases. Within the [Mailings](#) sub-menu is a [Mailing Info for a Case](#) feature which delineates the parties who will be electronically notified of ECF activity in a case and those who will not and must be served with paper.

Other Account Features

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

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

LOGOUT

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



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

ADDITIONAL INFORMATION REGARDING ECF

Sealed Documents

Sealed materials are not to be filed electronically. They should be delivered to the Intake Section of the Clerk's office during normal business hours. Do not place sealed documents in the overnight drop box near the John Marshall entrance to the Courthouse. The sealed material should include the original documents, copies for the judge, and PDF files on electronic media.

How to File if ECF is Out of Service

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

Answers to Complaints

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

ATTACHMENTS

- ATTORNEY'S DOCUMENTS FOR CRIMINAL EVENTS
- ATTORNEY'S DOCUMENTS FOR CIVIL EVENTS
- ECF PARTICIPANT REGISTRATION FORM
- NOTICE REGARDING SUPERIOR COURT FILE
- NOTICE REGARDING EXHIBIT ATTACHMENT
- ECF PRIVACY NOTICE

ATTORNEY'S DOCUMENTS FOR CRIMINAL EVENTS

Charging Instruments and Pleas

Plea-Related Documents

Plea Agreement

Motions and Related Filings

Motions

404(b) Evidence
Access
Acquittal
Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appear in Forma Pauperis
Appear in Lineup
Appoint: Counsel
Expert
Bifurcate
Bill of Particulars
Bond
Brady Materials
Certificate of Appealability
Certify
Change Venue
Clarify
Commit Defendant to Custody of Attorney General
Compel
Consolidate Cases
Continue
Declaration of Mistrial
Directed Verdict
Disclosure
Discovery
Dismiss
Dismiss Case
Dismiss Count(s)
Dismiss/Lack of Jurisdiction
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Downward Departure
Early Termination of Probation
Exclude
Exculpatory Evidence
Expedite
Extension of Time to
Extension of Time to: File Document
File Response/Reply
Indict
File Amicus Brief
File Excess Pages
Forfeiture of Property
Handwriting Exemplars
Hearing
Heightened Supervision Program

Motions (continued)

Identity of Informant
In Limine
Inspect
Intensive Supervision Program
Issuance of Warrant in rem
Joinder
Joint Motion
Judgment NOV
Judicial Recommendation Against Deportation
Leave to Appeal
Leave to File Document
Medical Exam
Medical Treatment
Miscellaneous Relief
Modify
Modify Conditions of Relief
New Trial
Observation and Study
Order
Order of Competency to Stand Trial
Permit
Produce
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Quash Indictment/Information
Reconsideration
Recusal
Reduce Sentence
Release of Bond Obligation
Release from Custody
Release of Funds
Remand
Resentence
Return of Cash Deposit
Return of Passport
Return of Property/PostTrial
Return of Property/PreTrial
Return of Surety
Review
Revoke
Routine Processing
Rule
Sanctions
Seal
Seal Case
Seal Document
Sealed Motion
Seizure Warrant
Separate Trial on Counts
Service by Publication
Set Aside Forfeiture
Set Aside Judgment

Motions (continued)

Set Aside Sentence
Sever Count(s)
Sever Defendant
Show Cause
Show Cause re: Revocation of Probation
Supervised Release
Special Appearance
Speedy Trial
Standing Order
Strike
Substitute
Substitute Attorney
Suppress
Take Deposition
Temporary Detention
Travel
Unseal Case
Unseal Document
Vacate
Vacate (2255)
Voluntary Surrender
Waiver
Warrant
Withdraw Document
Withdraw: Plea of Guilty
Plea Nolo Contendere
Attorney
Writ
Writ of: Habeas Corpus ad prosequendum
Habeas Corpus ad testificandum

Responses and Replies

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

Other Filings

Discovery Documents (only if ordered by the Court)

Demand for Alibi Witness
Demand for Public Authority Witness
Notice of: Alibi
Alibi Witness
Error or Defect
Insanity Defense
Insanity Witness
Intent to Use Evidence
Issue of Foreign Law
Public Authority Defense
Public Authority Opposition Witness
Withdrawal of: Alibi
Insanity Defense
Insanity Witness
Public Authority Defense

Waivers

Waiver of: Interstate Agreement on Detainers
Minimum Time to Trial
Preliminary Hearing
Presence at Arraignment
Presentence Investigation Report
Rule 40 Hearings
Speedy Trial

Notices

Deferral of Prosecution
Nolle Prosequi
Notice of: Attorney Appearance-Defendant
Attorney Appearance-USA
Change of Address
Notice to Resume Prosecution

ATTORNEY'S DOCUMENTS FOR CIVIL EVENTS

Initial Pleadings and Service

Service of Process

Request for Waiver of Service
Service by Publication
Summons Returned Executed as to Attorney General
Summons Returned Executed as to Federal Defendant
Summons Returned Executed as to US Attorney for DC
Summons Returned Executed in FOIA Case
Summons Returned Unexecuted
Summons Returned as to Private Individual or Business
Waiver of Service
Writ of Habeas Corpus ad Prosequendum Executed
Writ of Habeas Corpus ad Prosequendum Unexecuted
Writ of Habeas Corpus ad Testificandum Executed
Writ of Habeas Corpus ad Testificandum Unexecuted

Answers to Complaints

Other Answers

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

Motions and Related Filings

Motions

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

Motions (continued)

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

Motions (continued)

Quash
Reassign Case
Reconsideration
Recusal
Release of Bond Obligation
Release of Funds
Remand
Reopen Case
Return of Property
Sanctions
Seal
Seal Case
Seal Document
Service by Publication
Set Aside
Set Aside: Default
 Forfeiture
 Judgement
 Verdict

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

Oppositions and Replies

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

Other Filings

Discovery Documents (only if ordered by the Court)

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

Notices

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

Trial Documents

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

Appeal Documents

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

Other Documents

Administrative Record
Affidavit
Affidavit for Default
Amicus Curiae Appearance
Application
Application for Writ
Attorney Appearance
Bill of Costs
Consent to Magistrate Judge Disposition of Motion
Errata
Financial Affidavit
Financial Affidavit (CJA-23)
Interpleader
Jury Demand
Meet and Confer Statement
Memorandum
Objections to Answers to Writs
Pretrial Memorandum
Pretrial Statement
Proposed Pretrial Order
Redacted Document
Report of Rule 26(f) Planning Meeting
Response to Order to Show Cause
Satisfaction of Judgment
Settlement Agreement
Status Report
Stipulation
Suggestion of Bankruptcy
Suggestion of Death
Transcript Request
Withdrawal of Motion

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA

ELECTRONIC CASE FILES
Attorney/Participant Registration Form

LIVE SYSTEM

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

The following information is required for registration:

First Name/Middle Initial/Last Name _____

Last four digits of Social Security Number _____

DC Bar ID#: _____

Firm Name _____

Firm Address _____

Voice Phone Number _____

FAX Phone Number _____

Internet E-Mail Address _____

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

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

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

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

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

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

Applicant's Signature

Full Last Name	Initial of First Name	Last 4 Digits SS#
----------------	--------------------------	-------------------

*UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA*

_____,)
)
Plaintiff(s),)
)
vs.) Case No. _____
)
_____,)
)
Defendant(s).)

NOTICE REGARDING SUPERIOR COURT FILE

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

NANCY MAYER-WHITTINGTON, CLERK

Date: _____

SAMPLE FORMAT

*UNITED STATES DISTRICT COURT FOR THE
DISTRICT OF COLUMBIA*

_____,)
)
Plaintiff(s),)
)
vs.) Case No. _____
)
_____,)
)
Defendant(s).)

NOTICE REGARDING EXHIBIT ATTACHMENT

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

Attorney for (Plaintiff or Defendant)
Address: _____

Date: _____

UNITED STATES DISTRICT COURT
FOR THE DISTRICT OF COLUMBIA
NOTICE REGARDING PRIVACY AND PUBLIC
ACCESS TO ELECTRONIC CASE FILES

The Office of the Clerk is now accepting electronically filed pleadings and making the content of these pleadings available on the court's Internet website. Any subscriber to PACER (Public Access to Court Electronic Records) will be able to read, download, store and print the full content of the electronically filed documents. The Clerk's Office is not posting documents sealed or otherwise restricted by court order. You should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. You must remember that any personal information not otherwise protected will be made available over the Internet via PACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically:

- 1) **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
- 2) **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
- 3) **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
- 4) **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers listed above may file an unredacted document under seal. This document shall be retained by the court as part of the record. The court may, however, still require the party to file a redacted copy for the public file. In addition, exercise caution when filing documents that contain the following:

- 1) Personal identifying number, such as a driver's license number
- 2) medical records, treatment and diagnosis
- 3) employment history
- 4) individual financial information
- 5) proprietary or trade secret information

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion, redaction and/or exclusion of certain materials may be made. It is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the rules of this court requiring redaction of personal identifiers. The clerk will not review each pleading for compliance with this rule.