USER MANUAL

Case Management
Electronic Case Filing System
(CM/ECF)
Version 4.2

Effective July 5, 2005
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CM/ECF User Manual

Middle District of Tennessee

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INTRODUCTION

The United States District Court for the Middle District of Tennessee has implemented the Case Management/Electronic Case Filing System (CM/ECF) developed by the Administrative Office of the Federal Judiciary. CM/ECF is now in use by most District Courts in the country.

CM/ECF revolutionizes the way attorneys file documents and manage their cases. Attorneys may file documents from the privacy of their office, or from anywhere with Internet access. Using CM/ECF, attorneys receive instantaneous notice by e-mail of filings, and may view and/or copy documents, not only in their own cases, but other cases as well.

All civil, criminal, and miscellaneous actions filed on or after July 5, 2005 are subject to the Court's CM/ECF filing requirements, unless exempted by the presiding judge, Administrative Order No. 167 (Administrative Practices and Procedures for Electronic Case Filing). Local Rule 5.03, Administrative Order No. 167, and this Manual govern the use of CM/ECF in this Court.

The Clerk's Office has developed training materials for CM/ECF. Training will be offered at the courthouse on a regular basis. Please see the Court's web site at http://www.tnmd.uscourts.gov for a current training schedule or call (615) 695-2888, (866) 720-TNMD, or (866) 720-8663.

The Court welcomes input to improve CM/ECF. Please e-mail comments and suggestions to cmecf@tnmd.uscourts.gov.

CHAPTER 1

GETTING STARTED

I. GENERAL INFORMATION

A. User Manual. The most recent version of this Manual may be downloaded from the Court's website at http://www.tnmd.uscourts.gov.

B. Local Rules of Court. Local Rule 5.03 pertains to CM/ECF and is attached at Appendix A.

C. Administrative Practices and Procedures for Electronic Case Filing, Administrative Order No. 167. Administrative Order 167 pertains to CM/ECF and is attached at Appendix B.

D. Registration. The registration form is attached at Appendix C.

E. Help Desk. Users may obtain assistance from the CM/ECF Help Desk by calling (615) 695-2888, (866) 720-TNMD, or (866) 720-8663 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday (CST).

F. Training.

1. Training is provided at the courthouse in Nashville on a regular basis. Please see the Court's web site at www.tnmd.uscourts.gov for a current training schedule or call (615) 695-2888, (866) 720-TNMD, or (866) 720-8663.

2. An online tutorial is available on the Court's web site at www.tnmd.uscourts.gov.

G. Civil and Criminal Event Lists. The civil and criminal event lists are attached at Appendix D.

H. Attaching Large Exhibits. Information on attaching large exhibits is included in Appendix E.

I. Cross-Document Hyperlinks. Instructions on creating hyperlinks are included in Appendix F.

J. Notice of Electronic Transcript Availability. Information on electronic transcript availability is included in Appendix G.

II. **REQUIREMENTS.**

A. Hardware and Software.

1. A personal computer running a standard platform such as Windows or Mac OS X.

2. A PDF-compatible word processor Corel WordPerfect or Microsoft Word.

3. Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat 8 Standard is recommended. Adobe Acrobat 7 Standard, Adobe Acrobat 6 Standard, and Acrobat Writer 5.0 adequately meet the CM/ECF filing requirements.

4. Internet service.

5. A compatible Web browser. Mozilla Firefox 3.x, or Microsoft Internet Explorer 6.x or 7.x are recommended. Some users have had positive experiences with other Web browsers, but those listed here have been tested and certified for compatibility with CM/ECF. Mozilla Firefox can be downloaded at no cost.

6. A scanner to convert paper documents that are not in a word processing format to digital format for electronic filing in the Court's ECF system (*e.g.*, medical records filed as exhibits). Documents also should be scanned with the "black and white" setting, unless the image requires that it be scanned in color.

   NOTE: Scan documents at a resolution of 300 dpi. Resolutions greater than 300 dpi tend to clutter the electronic transfer with random markings.

7. Adobe Acrobat Reader, which is available for free, is needed for viewing PDF documents.

B. CM/ECF Account.

1. Only members of the bar of this Court, attorneys appearing *pro hac vice*, or *pro se* plaintiffs with permission of the Court, may obtain a CM/ECF account.

2. Users must register with the Court to receive a login and password. Registration forms are available on the Court's website at www.tnmd.uscourts.gov/updated/register_for_a_cm_ecf_account in Appendix C of this manual, or at the United States District Court Clerk's Office, 801 Broadway, Room 800, Nashville, TN 37203.

3. The registration form requires users to certify that they will read and comply with Administrative Order 167 and this Manual. Classroom training is mandatory for all attorneys admitted to practice pursuant to Local Rule 83.01(c) after the effective date of Administrative Order 167.

4. Completed registration forms may be sent via e-mail as provided in the form or sent to ATTN: CM/ECF Registration Form, U.S. District Court, 801 Broadway, Room 800, Nashville, TN 37203.

C. CM/ECF Login and Password.

1. After receiving a properly completed and signed registration form, the Clerk's Office will send the login and password to the applicant by e-mail, using the e-mail address provided in the registration form. The login and password are both case-sensitive. Therefore, the login and password must be entered exactly as shown in the e-mail. If you are unable to log onto the system, contact the CM/ECF Help Desk at (615) 695-2888, (866) 720-TNMD, or (866) 720-8663.

2. Registering as a user constitutes consent to electronic service of all documents as provided in Administrative Order 167, by Local Rule 5.03, and by any applicable rule of procedure.

3. Using the login and password issued to file documents electronically constitutes the user's signature on those documents for all purposes, including those of the Federal Rules of Civil and Criminal Procedure, and the Local Rules of Court.

4. Users agree to protect the security of their login and password, and may not knowingly permit their login and password to be used by anyone other than their authorized agent. A user who believes that their password has been compromised shall notify the Clerk's

Office immediately by calling the CM/ECF Help Desk at (615) 695-2888, (866) 720-TNMD, or (866) 720-8663 and shall give notice electronically to cmecf@tnmd.uscourts.gov.

5. The user's initial password is computer-generated. After receiving the login and password, users may customize their password. To customize a password, use CM/ECF's [Utilities] feature. See Ch. 6 in this Manual for an overview of the [Utilities] feature. Assigned logins may not be customized.

6. If a user forgets their password, contact the CM/ECF Help Desk at (615) 695-2888, (866) 720-TNMD, or (866) 720-8663 to have a new password issued. Users will be asked for their Board of Professional Responsibility (BPR) number to verify their identity. Users must make the call personally. New passwords will not be issued at the request of others calling on the user's behalf. Do not submit another registration form.

D. Public Access to Court Electronic Records (PACER) Account.

1. Users must have a PACER account to access CM/ECF, and to use CM/ECF's [Query] and [Report] features.

2. CM/ECF and PACER are different. CM/ECF permits a user to file documents electronically, and to receive e-mail notification of activity in cases in which the user is counsel of record, as well as other cases in which the user has requested electronic notification. CM/ECF also enables a user to view docket sheets and other court documents through the one-time link to its Notification of Electronic Filing feature. PACER, on the other hand, permits a user to view docket sheets and documents that have been filed electronically. In other words, apart from the one-time link to Notification of Electronic filing, documents cannot be viewed using CM/ECF, and documents cannot be filed using PACER.

3. The Judicial Conference of the United States has the authority to impose user fees for electronic access to case information. All registered PACER users will be assessed a charge of .08 cents per page not to exceed $2.40 (or the equivalent of 30 pages) to access any single document. Fees of less than $10 in a quarterly billing cycle are waived.

CHAPTER 2

PREPARING DOCUMENTS

I. SOFTWARE REQUIREMENTS.

A. Creating and Filing Documents. Documents filed in CM/ECF are required to be submitted in PDF format. Creating and filing PDF documents in CM/ECF requires a PDF-writer to convert word processing documents to PDF.

B. Viewing Documents. A PDF viewer, such as Adobe Acrobat Reader, is required to view documents that have been filed using CM/ECF.

II. PDF DOCUMENTS.

A. Converting Documents to PDF Format. The conversion process for different word processing applications is described below:

1. Preferred Method (for most word processing programs):
    a. Open the document to be converted.
    b. Select the [Print] option and click on the option to change the selected printer. A drop-down menu with a list of printers will appear.
    c. Select the appropriate PDF Writer, e.g., Adobe Acrobat.
    d. Select the [Print] option again. The file should not print. Instead, the option to save the file in PDF format will appear.
    e. Click on [Save] to save the file in PDF format. The original document will be saved in its original format under its original file name.
2. Microsoft Word Version 95, 97, or 2000:
    a. Open the document to be converted.
    b. Select [File] in the menu and then click on [Create PDF].
    c. Save the file as a PDF file, giving it a PDF extension.
    d. Click on [Save] to save the file in PDF format. The original document will be saved in its original format under its original file name.
3. Microsoft Word Office XP:
    a. Open the document to be converted.
    b. Click on [Create Adobe PDF] on the toolbar.
    c. Save the file as a PDF file, giving it a PDF extension.

d. Click on [Save] to save the file in PDF format. The original document will be saved in its original format under its original file name.

NOTE: Users are encouraged to assign a descriptive name to PDF documents that include the case number, nature of the pleading, and the date the document was transmitted. Instruction on organizing and/or naming CM/ECF files may be found at pacer.psc.uscourts.gov/ecfcbt/dc/filemgt1 and pacer.psc.uscourts.gov/ecfcbt/dc/filemgt2.

B. Viewing a PDF File.

1. Open Adobe Acrobat.
2. Select [File] from the menu bar, then click on [Open] in the drop-down Menu.
3. Locate and click on the PDF document to be viewed.
4. Adobe Acrobat will load the file and display it on the screen.
5. Use the scroll bars and buttons to navigate within the document.
6. Click on [View] in the menu to select other options for viewing the document.

CHAPTER 3

GENERAL RULES

I. INITIATING AN ACTION.

A. Presenting the Case for Filing.

1. Initial documents, such as a Complaint and Summons in a civil case, must be served in accordance with Rule 4 of the Federal Rules of Civil Procedure and not via the Court's Electronic Case Filing System (CM/ECF). Civil Complaints, charging documents in criminal cases, and removal documents from State Court must be filed by Filing Users on paper in the traditional manner and not electronically and must be accompanied by a disk or CD-ROM containing the document in PDF format.

2. Users are required to label the disk or CD-ROM as follows:
   a. The name of the filing party.
   b. The type of document(s) being filed.
   c. The number of documents on the disk or CD-ROM.

   NOTE: Attachments are required to be filed as separate PDF documents. All documents may be included on a single disk or CD-ROM.

B. Opening the Case. The Clerk's Office will open the case and electronically file the Complaint, or other initiating document, as well as any other documents submitted. The party filing the documents will be notified electronically that the documents have been filed, the case number, and the judge assigned to the action.

C. Summonses. Summonses are not served electronically. The Clerk's Office will issue Summonses. Summonses shall be served as provided in Fed. R. Civ. P. 4. Paper Summonses will be returned to the party for service or, if appropriate, sent to the U.S. Marshal to be served.

II. SIGNATURES.

A. Attorney's Signature. The attorney's user login and password serve as the user's signature for purposes of Rule 11, Fed. R. Civ. P., and for all other purposes under the Federal Rules of Civil and Criminal Procedure, as well

as the Local Rules of Court. Electronically filed documents shall set forth the Filing User's name, address, telephone number and Board of Professional Responsibility registration number. In addition, the Filing User's name shall be (1) typed in the space where the signature would otherwise appear preceded by the symbol "s/"; or (2) inserted by facsimile signature.

B. Multiple Signatures: When filing documents with more than one signature, the user shall:

1. File a scanned image of the document containing all necessary signatures; or

2. File the document without the requisite signatures but with a representation by the Filing User that all signatories consent to filing the document; or

3. File the document in any other manner approved by the Court.

C. Sworn Documents. Documents bearing original signatures and/or notary seals shall be filed by electronically filing a scanned document containing all necessary signatures. Users who file such documents must retain the original of the document for one (1) year after all time periods for appeal have expired.

D. Unsworn Documents. Documents containing original signatures which require either verification or an unsworn declaration under any rule or statute shall be filed electronically, with originally executed copies maintained by the filer. Users who file such documents must retain the original of the document for one (1) year after all time periods for appeal have expired.

E. Objections to Authenticity. A party who disputes the authenticity of an electronically filed document containing multiple signatures, or third-party signatures, shall file an objection to the document within ten (10) days of the date of the Notice of Electronic Filing.

III. **EFFECT ON TIME COMPUTATION**. Electronic service under Local Rule 5.03 is complete upon transmission and is the equivalent of service by mail within the meaning of Rule 6(d), Fed. R. Civ. P. Therefore, the additional three (3) days to do an act or take a proceeding after service of a document by mail still applies when service is made electronically. CM/ECF calculates the time for responses to pleadings and motions. If a different deadline is provided by law, regulation, court order, local rules or agreement, it governs.

IV. **SEALED DOCUMENTS**. A party seeking to file documents under seal must (1) electronically file a motion for leave of Court to do so via the Court's Electronic Filing System; and (2) by separate entry immediately thereafter, submit the proposed sealed documents by selecting the "Sealed Document" event option in the Court's Electronic Filing System. When documents are ordered to be placed under seal, the Clerk will officially file the documents and such documents will be electronically accessible only to the Court.

V. **PRIVACY.** Unless otherwise ordered by the Court, attorneys shall modify as follows the personal information in documents filed electronically:[1]

A. Social security numbers. Use only the last four digits. (civil & criminal cases)

B. Names of minor children. Use only the initials. (civil & criminal cases)

C. Dates of birth. Use only the year of birth. (civil & criminal cases)

D. Financial account numbers. Use only the last four digits of the account number. (civil & criminal cases)

E. Home Address. Use only the city and state. (criminal cases)

NOTE: The responsibility for redacting the foregoing personal information rests solely with counsel and the parties. The Clerk's Office will not review filed documents to ensure compliance. An un-redacted document may be filed under seal only upon order of the Court.

VI. **DISCOVERY.** Pursuant to Fed. R. Civ. P. 5(d) and Local Rule 5.02, depositions, interrogatories, requests for production of documents, requests for admissions, and responses thereto shall not be filed, except by order of the Court. These documents cannot be sent to opposing counsel using CM/ECF. CM/ECF is to be used only for the purpose of filing documents in a case. With consent, however, parties may serve these documents on one another by electronic means. See Rule 5, Fed. R. Civ. P.

[1] This redaction requirement does not extend to documents exempted from redaction under Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1.

VII. **DOCUMENTS FILED IN ERROR.** Parties who file documents in error shall provide the Clerk's Office with the case number and docket number of the document filed in error. If appropriate, the Clerk's Office will make an entry indicating that the document was filed in error. The document may have to be re-filed.

NOTE: CM/ECF does not permit the user to make changes to a misfiled document, or incorrect docket entry, after the transaction has been accepted.

VIII. **TECHNICAL FAILURES.** A user whose filing is made untimely as the result of a CM/ECF technical failure may seek appropriate relief from the Court.

CHAPTER 4

ACCESSING AND LOGGING ON CM/ECF

I. **ACCESSING CM/ECF**.

A. Access CM/ECF by going to the Court's website at www.tnmd.uscourts.gov and clicking on the [CM/ECF] button in the menu as shown in Figure 1.

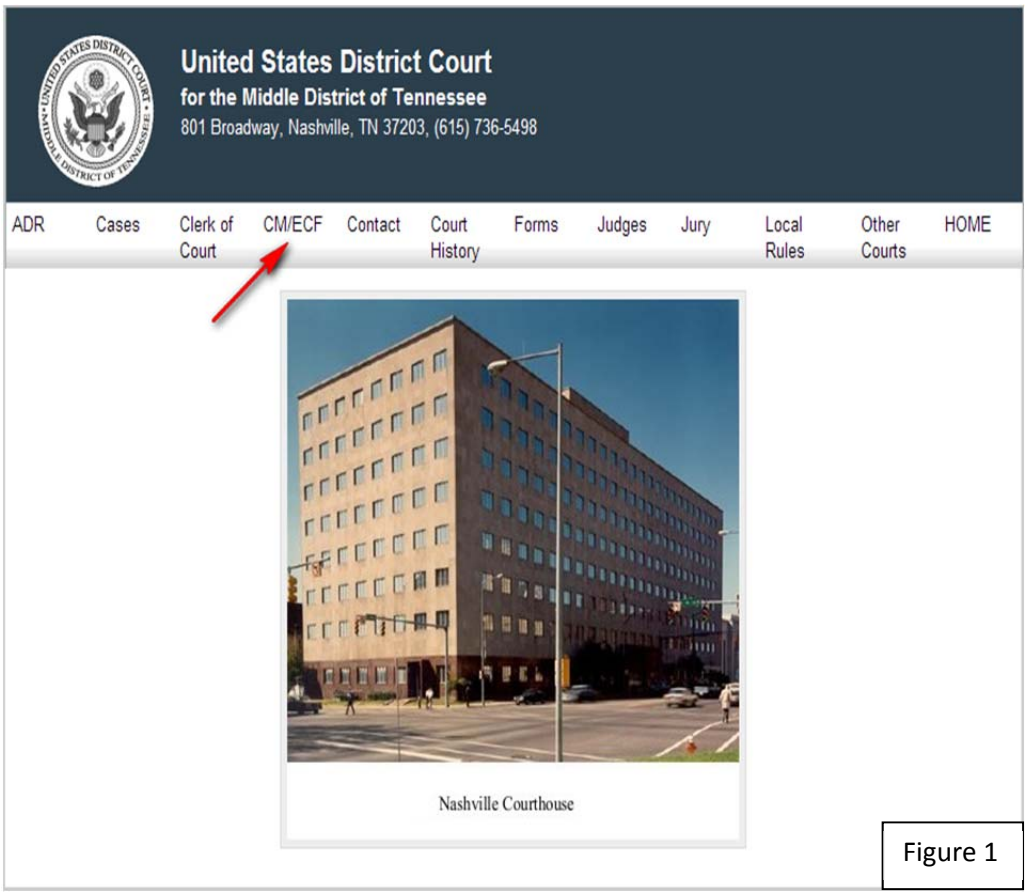


Figure 1

B. After clicking on the [CM/ECF] button, Figure 2 below will appear.

Figure 2

C. Click on Link to Our Live CM/ECF Database and Figure 3 below will appear.

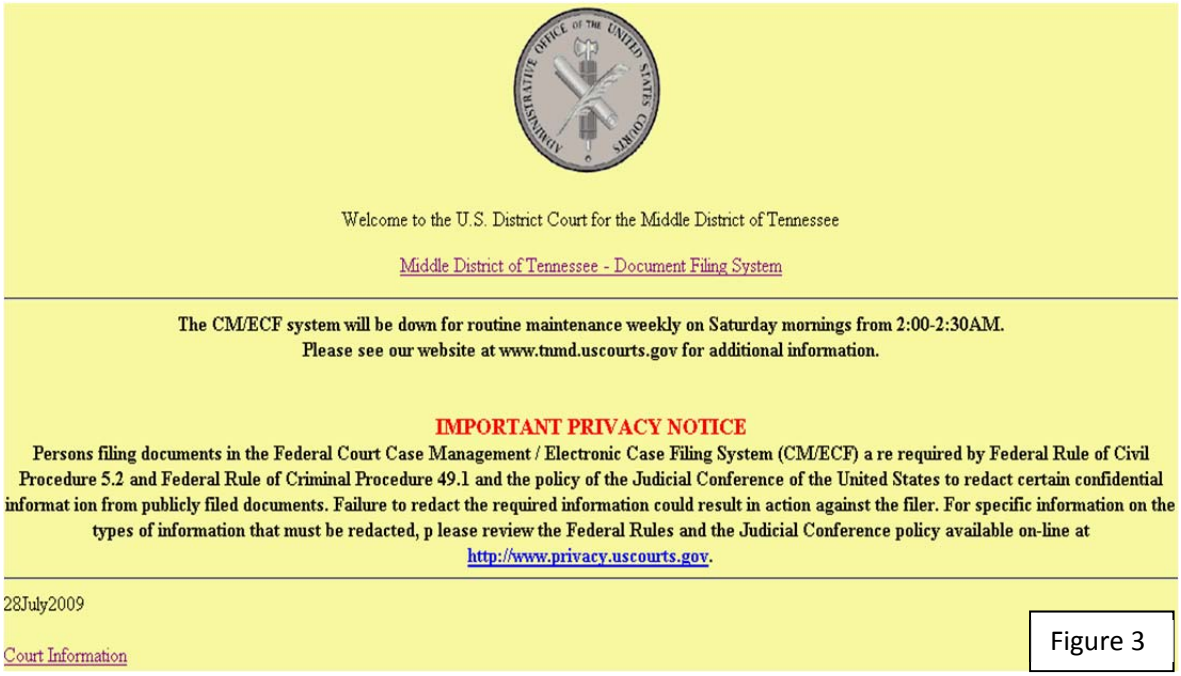


Figure 3

D. Click on Court Information as shown in Figure 3 on the previous screen and Figure 4 below will appear.

Court Information

Figure 4

Court Details	
Court's Name	Middle District of Tennessee
Software Version	CM/ECF-DC V4.0.2
ECF Go Live Date	July 5, 2005
Maximum PDF File Size	10 MB
Maximum Merge Document Size	20 MB
RSS Feed Docket entries of type: order,order-cr,motion	Last 100 entries - Internet

Court Locations	
Court's Name	**Middle District of Tennessee**
Court's Address	801 Broadway, Room 800, Nashville, TN 37203
Court's Phone Number	ECF Help Desk (615) 695-2888 or Toll Free (866) 720-8663
Court's Email Address	www.tnmd.uscourts.gov
Court's Hours	8:00 a.m. to 5:00 p.m.
Court's Name	**Middle District of Tennessee, Columbia Division**
Court's Phone Number	(615) 736-5498
Court's Name	**Middle District of Tennessee, Northeastern Division**
Court's Phone Number	(615) 736-5498

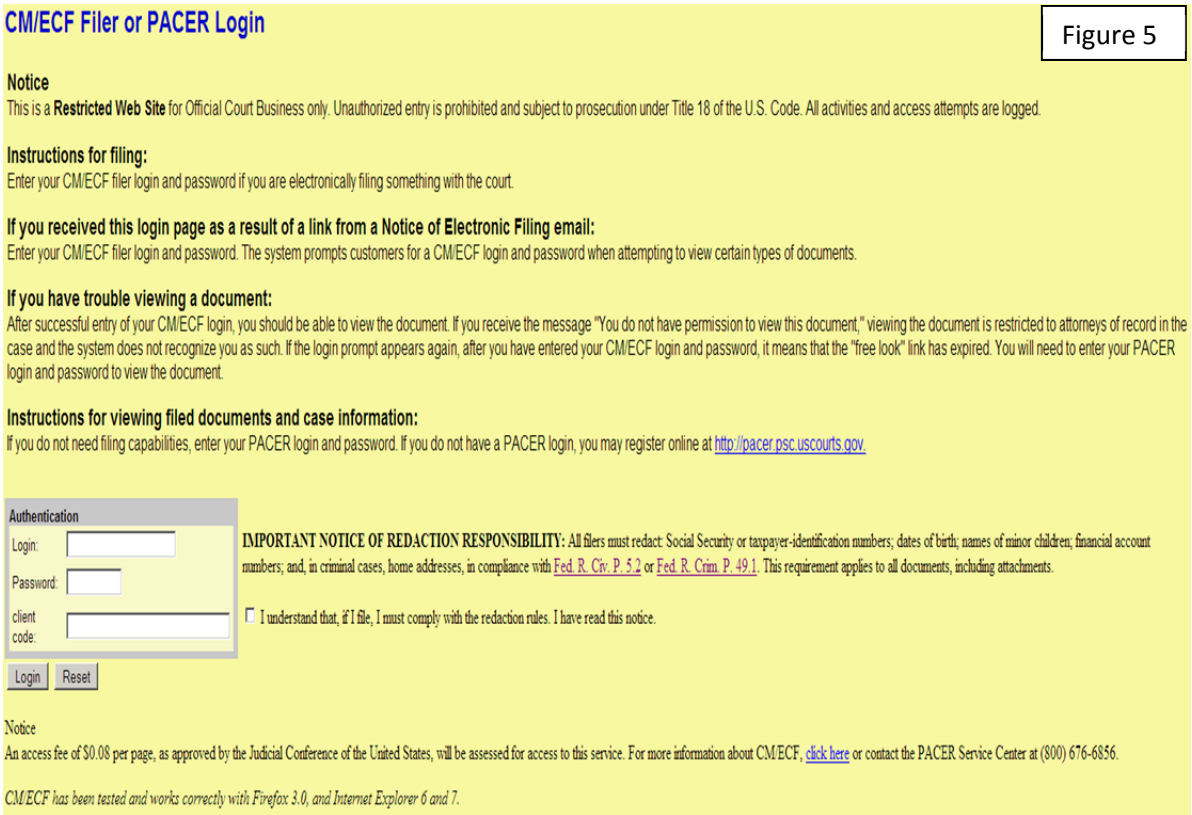
Pacer Details	
Pacer's Address	PACER Service Center, P.O. Box 780549, San Antonio, TX 78278-0549 pacer.uscourts.gov
Pacer's Phone Number	(800) 676-6856 or (210) 301-6440 if residing in the San Antonio area
Pacer's Email Address	pacer@psc.uscourts.gov

Flag Definitions	
Code	**Translation**
CASE MANAGER BROWN	Case Manager Brown
CASE MANAGER BRYANT	Case Manager Bryant
CASE MANAGER GRIFFIN	Case Manager Griffin
CASE MANAGER KNOWLES	Case Manager Knowles
PRO-SE-CASE	Pro-Se-Case

II. **LOGGING ON**.

A. To log into the ECF system, you must have a login and password. If you have not received an e-mail notification from the Clerk's Office of an ECF login and password, you are not yet officially registered in ECF. Please register for an account at the Court's website at www.tnmd.uscourts.gov. If you are logging on to file a document in the ECF system, enter the user's ECF login and password in the fields provided below, click the box to acknowledge the redaction rules, and click on the [Login] button. If you are logging on to query or run reports in the ECF system, enter the user's PACER login and password in the fields provided. The client code field is for PACER use only. It is provided so that when using PACER, attorneys may track usage by client for billing purposes. See Figure 5 below.

Figure 5



CM/ECF Filer or 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 for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov.

Authentication
Login:
Password:
client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Login Reset

Notice
An access fee of $0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7.

B. After entering the correct CM/ECF login and password, and clicking on the [Login] button, the main CM/ECF Official Court Electronic Document Filing System screen will appear as shown in Figure 6 below.

Figure 6

III. **THE MAIN MENU**. The following menu selections, located on the blue menu bar shown at the top of the previous Figure, are used for the purposes specified below:

A. [Civil] – Used to file all civil and miscellaneous pleadings, motions, and other documents in civil actions pending before the District Court

B. [Criminal] – Used to file criminal pleadings, motions, and other documents in criminal actions pending before the District Court.

C. [Query] – Used to retrieve information and documents that are relevant to a particular case. Users must log into PACER before the [Query] feature is available.

D. [Reports] – Used to retrieve cases, reports and docket sheets relevant to a particular case. Users must log into PACER before the [Reports] feature is available.

E. [Utilities] – Used to view the CM/ECF transaction log and to maintain individual CM/ECF account information.

F. [Search] – Used to search the CM/ECF system for menu items or events.

G. [Logout] – Used to exit CM/ECF, thereby terminating further CM/ECF activity under the user's password until the next time the user logs on. If the user fails to use the [Logout] feature, e.g., by closing the browser directly, there is a delay before the absence of activity disconnects the user from CM/ECF.

CHAPTER 5

FILING DOCUMENTS

I. FILING THE BASIC DOCUMENT.

A. Select either the [Civil] or [Criminal] event feature to file and docket pleadings, motions, and other documents in civil and criminal cases respectively. Filing a motion in a civil action will be used to demonstrate the procedure for filing documents in CM/ECF. The steps using the [Criminal] event feature are similar to the [Civil] event feature shown in Figure 7 below.

Figure 7

B. After selecting the [Civil] event feature, Figure 8 will appear. Go to Motions and Related Filings, and click on [Motions].

Figure 8

C. After clicking on [Motions] in the previous Figure 8, Figure 9 will appear.

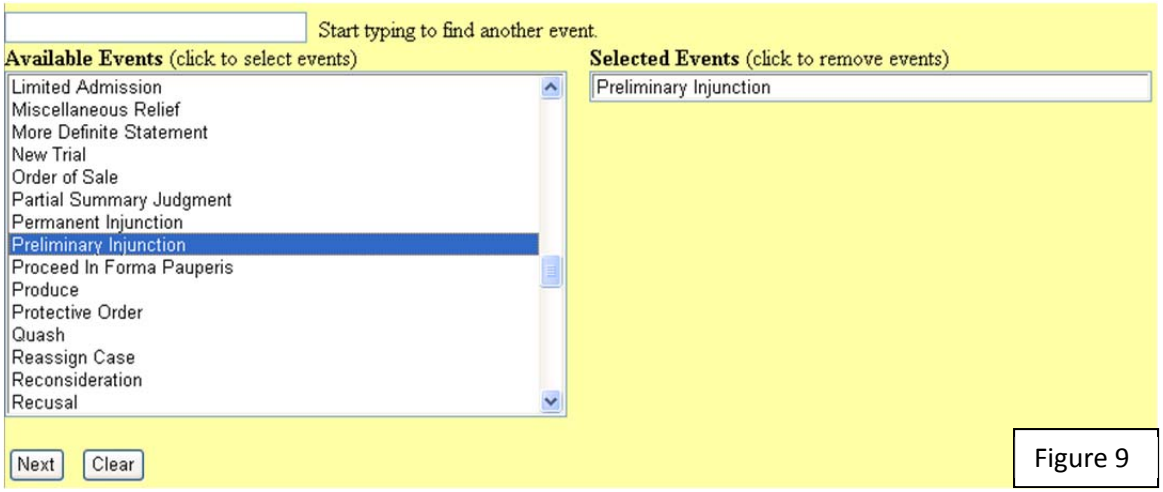


Figure 9

For demonstration purposes, scroll down the available options using the scroll bar in the window insert, and highlight Preliminary Injunction as shown below and click on the [Next] button. If a motion is not listed, use motion for Miscellaneous Relief.

D. After clicking on the [Next] button shown in the previous Figure 9, Figure 10 will appear. Enter the case number and click on the [Find This Case] button. After the case number is confirmed, click the [Next] button.

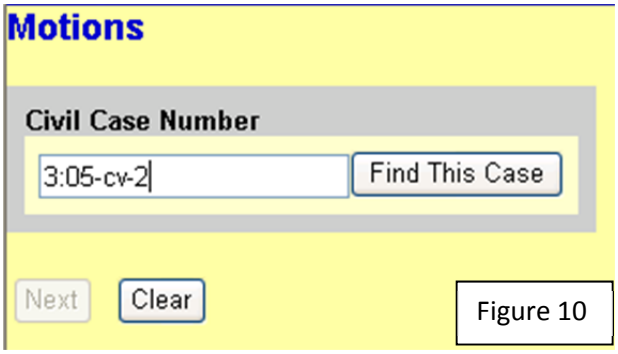
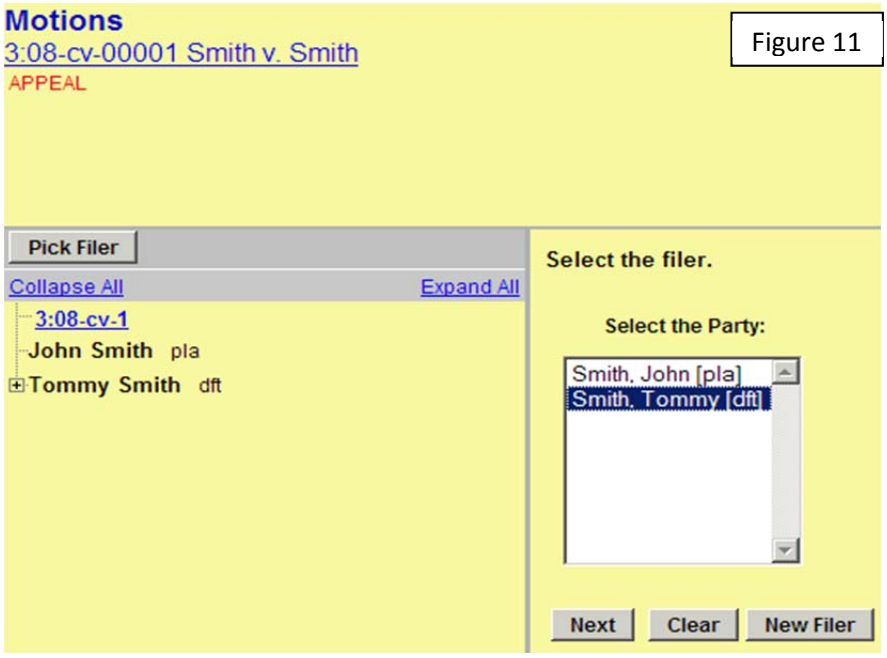


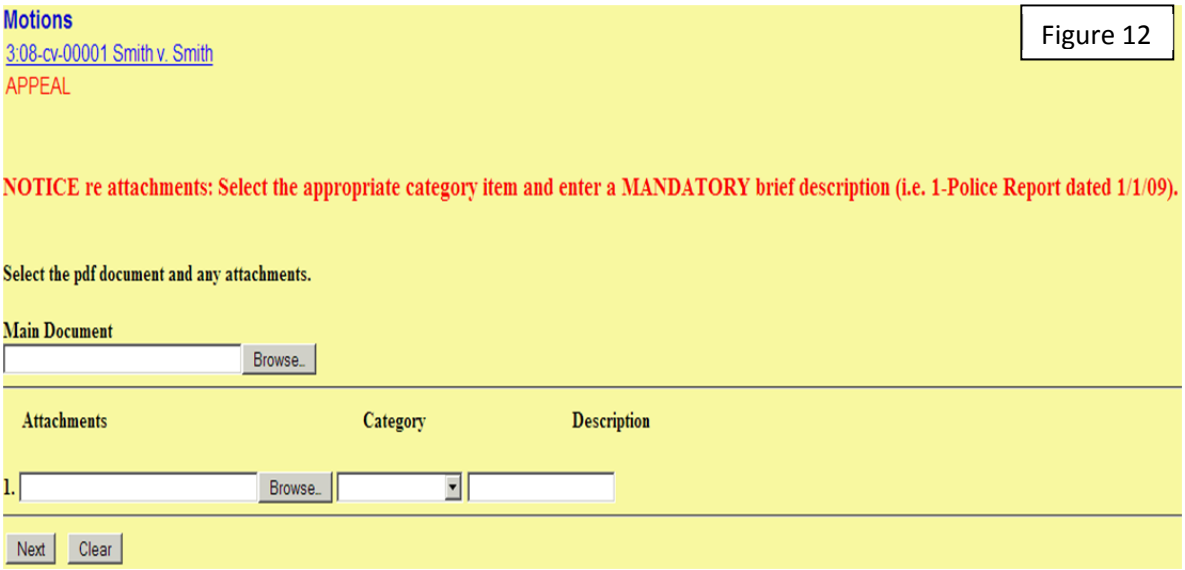
Figure 10

NOTE: CM/ECF defaults to the last case in which documents were filed. Ensure that the proper case number is entered, otherwise the document may be filed in the wrong case. The three divisions within the Middle District of Tennessee are represented by the following numerical codes: 1 = Columbia Division; 2 = Northeastern Division; 3 = Nashville Division. Abbreviations for the various types of cases are as follows: cv = civil cases; mc = miscellaneous cases; cr = criminal cases; mj = magistrate cases. It is not necessary to enter all of the zeroes preceding the case number. If a case number is formatted incorrectly, an error message will appear prompting the user to correct the format. Click on [OK] to close the error message. Manually delete the incorrect data, then re-enter the case number in the correct format. Click on the [Next] button to proceed.

E. After clicking on the [Next] button shown in Figure 10, Figure 11 will appear. Select the name of the filer and click on the [Next] button.



F. After clicking on the [Next] button shown in Figure 11, Figure 12 will appear.



G. Click on the [Browse] button for the **Main** Document as shown in Figure 12 to search, locate, and select the document to be filed. Figure 13 will appear.

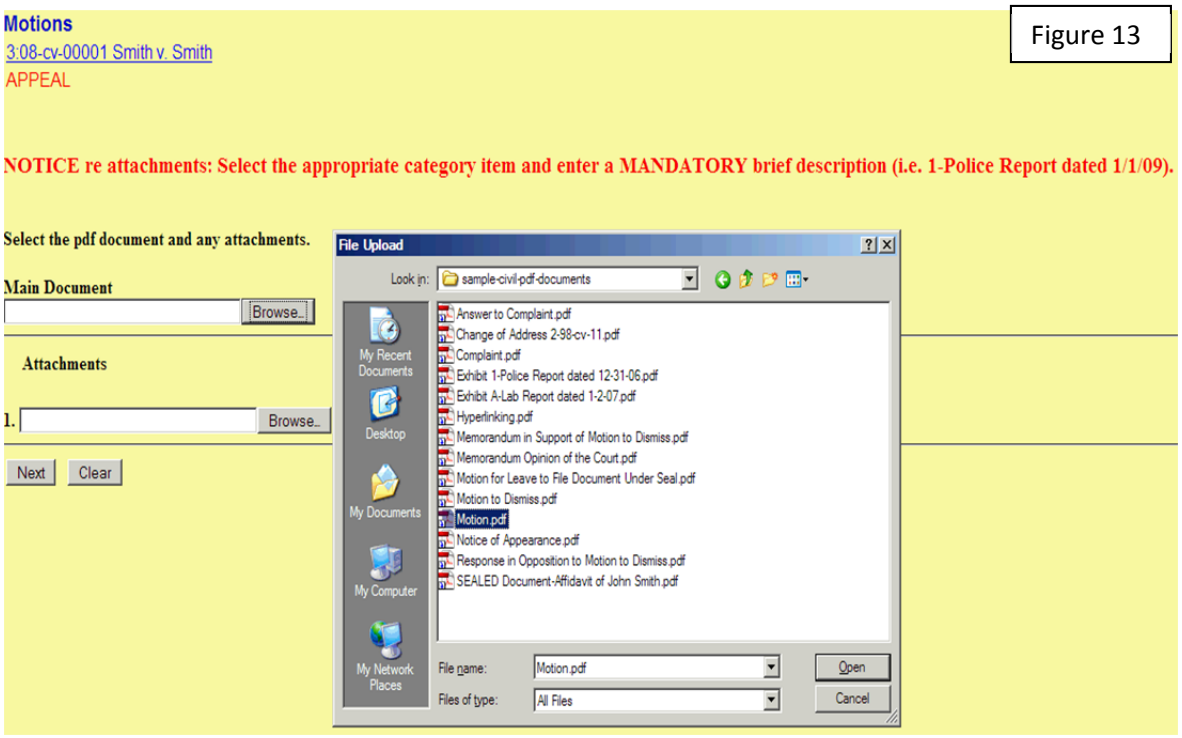


Figure 13

H. Right clicking the highlighted file will open the pop-up window as shown below. Click on [Open with Adobe (Ver.)] to verify that the document selected is the one to be filed. See Figure 14 below.

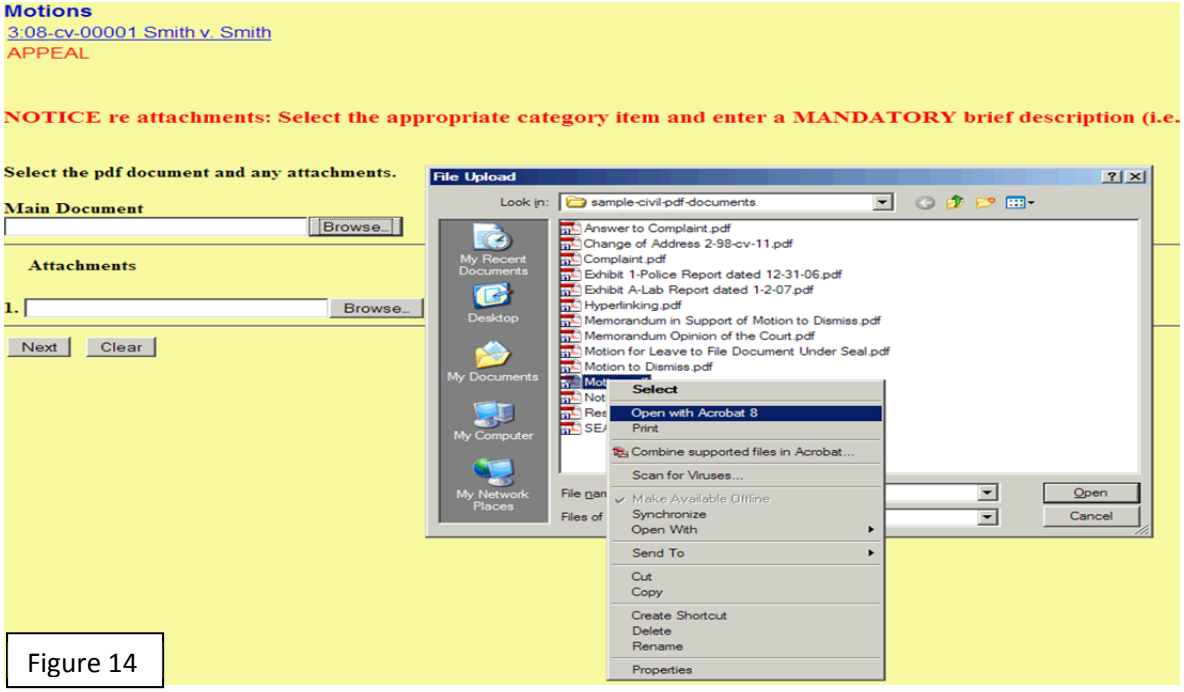


Figure 14

I. After verifying the document highlighted is the one to be filed, close Adobe Acrobat. Double click on the document and the screen below will appear. After the document has been accepted, browse for any **Attachments** to be filed, and then click on the [Next] button. See Figure 15 below.

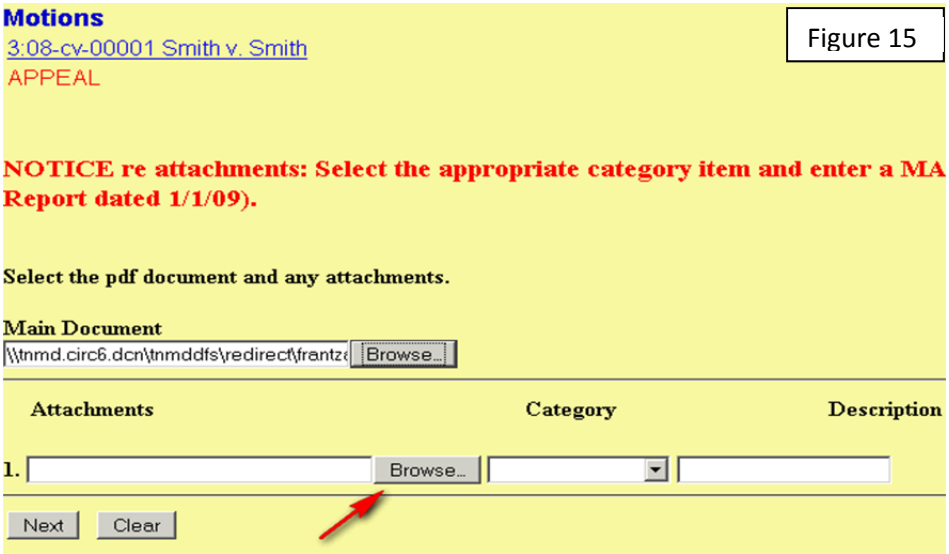


Figure 15

II. FILING ATTACHMENTS/EXHIBITS.

A. General.

1. It is recommended that only 10 ATTACHMENTS be associated with one event as the system may timeout. See Appendix E for information on filing large attachments.

2. Users shall submit in electronic form all documents referenced as attachments or exhibits in accordance with Administrative Order No. 167, Section 5.06, unless otherwise ordered by the presiding judge.

3. Upon Leave of Court, Attachments and Exhibits That Are Not Filed Electronically or Scanned: Videotapes, demonstrative exhibits, photographs, color documents, and other exhibits or attachments that cannot be filed electronically, or scanned, shall be filed with the Clerk's Office accompanied by a "Notice of Manual Filing" recorded in CM/ECF that provides the name and description of the exhibit/attachment.

B. Procedures for Filing Attachments or Exhibits:

1. The process of adding a main document and attachments during docketing has been streamlined to only require one screen, as shown below in Figure 16.

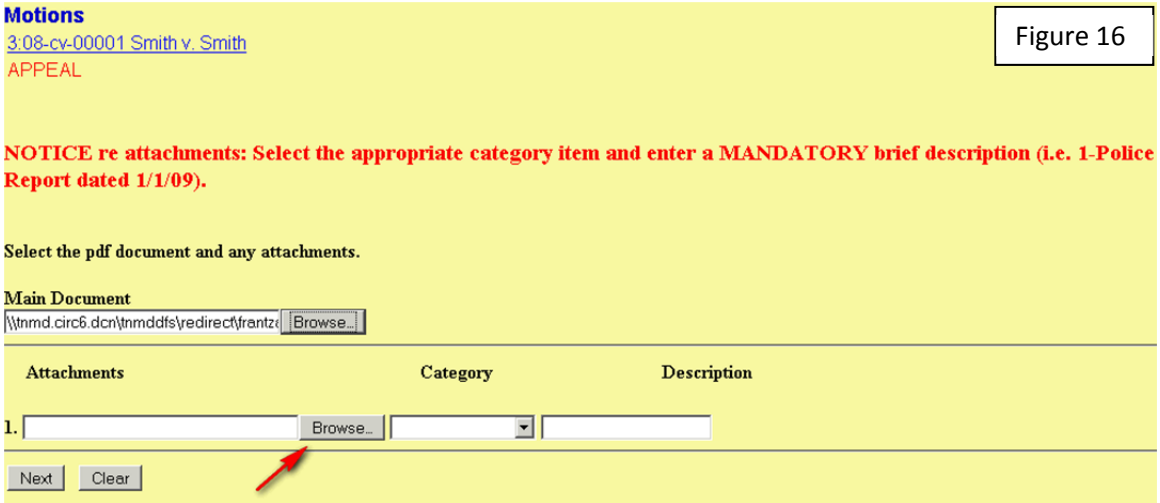


Figure 16

2. When the user clicks the Browse button in the Attachments section, selects a PDF document, selects the category and enters a brief description, which is mandatory, a new role will appear so the user can then add a second attachment, and so on as shown in Figure 17.

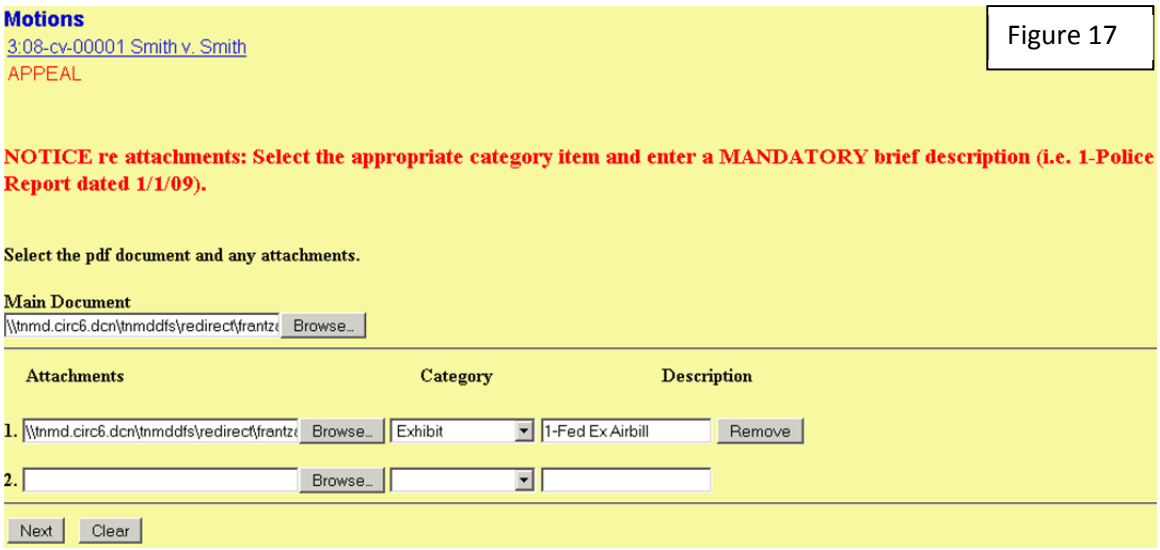


Figure 17

3. Once all attachments have been selected, click on the [Next] button shown in Figure 17 and Figure 18 will appear. At this screen, you may modify the docket text using the drop down box preceding the motion event or in the text field after the motion event. Modifying text is optional.

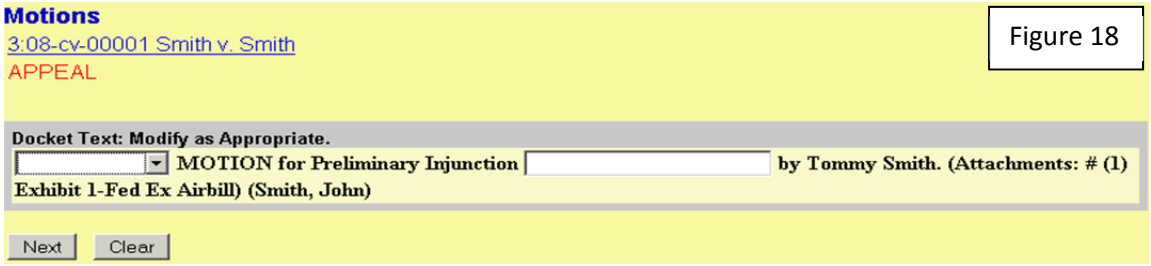


Figure 18

4. If you are satisfied with the entry, click on the [Next] button in Figure 18 and Figure 19 will appear. The following alert will appear: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue."

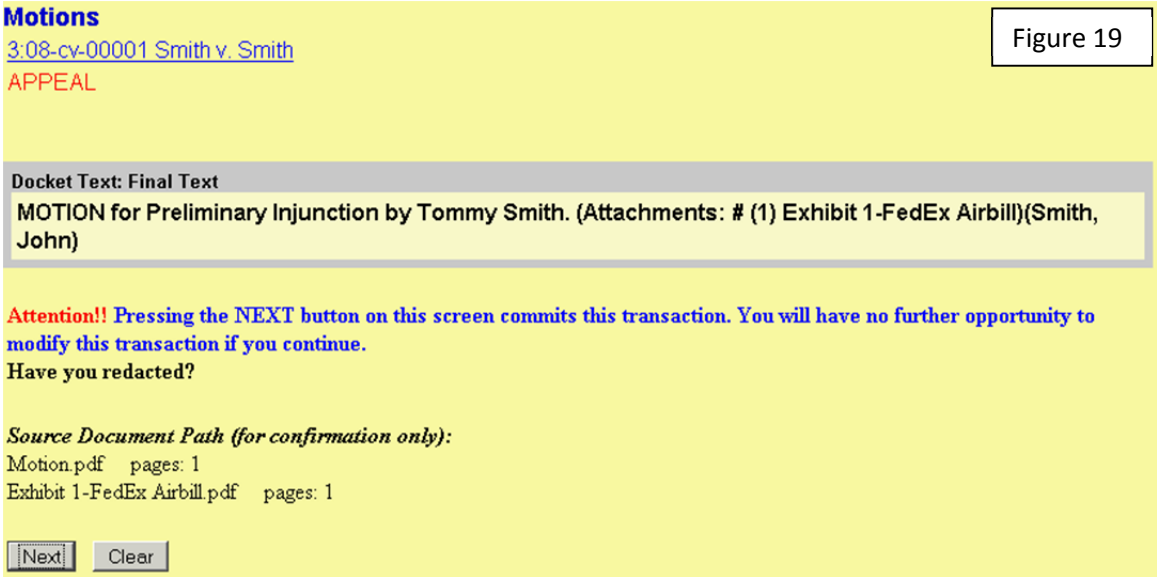


Figure 19

NOTE: If you are not satisfied with the entry, use the web browser's [Back] button to return to the appropriate page to make the necessary changes or click on [Civil] on the blue bar and start over.

5. After clicking on the [Next] button in Figure 19, the Notice of Electronic Filing (NEF) will appear as shown in Figure 20.

Figure 20

Motions
3:08-cv-00001 Smith v. Smith
APPEAL

U.S. District Court

Middle District of Tennessee

Notice of Electronic Filing

The following transaction was entered by Smith, John on 1/14/2010 at 12:34 PM CST and filed on 1/14/2010
Case Name: Smith v. Smith
Case Number: 3:08-cv-00001
Filer: Tommy Smith
Document Number: 38

Docket Text:
MOTION for Preliminary Injunction by Tommy Smith. (Attachments: #(1) Exhibit 1-FedEx Airbill)(Smith, John)

:08-cv-00001 Notice has been electronically mailed to:

Credit Card Test-Attorney deadmail@tnmd.uscourts.gov

John Smith deadmail@tnmd.uscourts.gov

:08-cv-00001 Notice SHOULD be delivered by other means to:

John Smith
#99999
Riverbend Maximum Security Institution
1111 Prison Way
Nashville, TN 37203

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1092242875 [Date=1/14/2010] [FileNumber=2194-0] [
785a5c8f290290604 1f87de49b194181e006375a8e1451ff6c93d8e05e20dfc9dc0743a
1c0fcb61096afb0d6edd8306e45734457e57072a06a21fca0da8952f8f]]
Document description: Exhibit 1-FedEx Airbill
Original filename: n/a
Electronic document Stamp:

6. The NEF provides confirmation that the system has registered the transaction, and that the document is now part of the official Court record. The NEF also shows the date and time of the transaction, and the number assigned to the document.

7. The user, and those designated by the user to receive e-mail notification of documents filed electronically are permitted one (1) "free look" at the document by clicking on the document number hyperlink from the NEF received via e-mail. Click on the "38" appearing next to Document Number in Figure 20 and the screen in Figure 21 below will appear.

Figure 21

Document Selection Menu

Select the document you wish to view.

Document Number: 38	1 page	9 kb

Attachment	**Description**		
1	Exhibit 1-FedEx Airbill	1 page	9 kb
View All or Download All		2 pages	17 kb

8. Clicking on the appropriate link in Figure 21 above will open the document. The hyperlink contained within the NEF received via e-mail, expires after the earlier of the following two events: the first use of the hyperlink, or fifteen (15) days. Anytime the hyperlink is used after either of these two events, the user will be required to provide a PACER login, and will be charged to view the document. To avoid unnecessary PACER charges, users should download or print a copy of the document(s) when using the one "free look" feature.

C. Certificate of Service:

1. A certificate of service required under Rule 5(d), Fed. R. Civ. P. is required when filing a document electronically. The certificate of service must be included as the final page of the document, specifying the manner in which service was accomplished on each party. Information pertaining to those parties who are registered CM/ECF users, and those who are not, is available in CM/ECF's Utilities feature by clicking on [Mailing] under [Miscellaneous . . . .], then selecting [Mailing Info for a Case], and selecting "Mailings . . . .", entering the appropriate case number, and clicking on the [Next] button.

2. CM/ECF provides automatic notice to those whose e-mail addresses are listed in the NEF section labeled: “Notice will be electronically mailed to:”

3. Parties filing documents using CM/ECF are responsible for serving paper copies of all documents that are filed electronically, and a copy of the NEF, to attorneys and pro se litigants who are not registered on CM/ECF. Those parties to whom such paper copies are required to be mailed are listed in the NEF section labeled: “Notice will be delivered by other means to:” A copy of the pleading/document should be provided in PDF format so that the format and pagination are the same as the document filed electronically.

III. **RELATED DOCUMENTS**. Some pleadings, such as responses, are required to be related to other documents in the case.

A. To respond to the motion for preliminary injunction in the previous example, proceed generally as described in Figure 7 through Figure14, until the screen in Figure 24 appears. For purposes of this example, click in the box adjacent to entry “38” labeled: “MOTION for Preliminary Injunction” as shown in Figure 22.

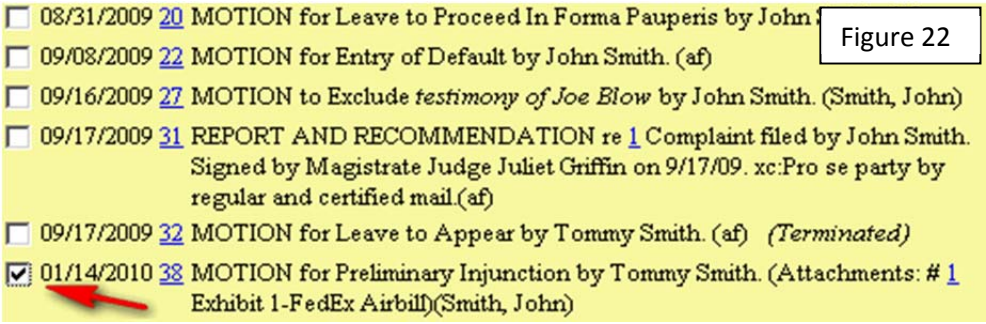


Figure 22

B. Click on the [Next] button, and the screen in Figure 23 will appear.

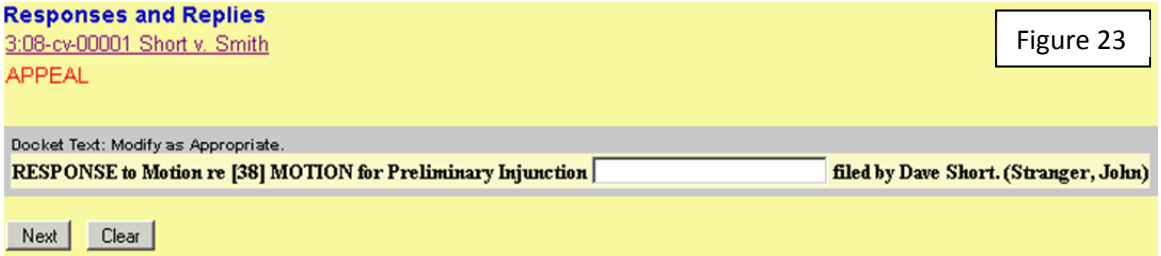


Figure 23

C. If necessary, add any additional text in the blank box. If no extra text is added, as here, click on the [Next] button, and the screen in Figure 24 below will appear.

Figure 24

Responses and Replies
3:08-cv-00001 Short v. Smith
APPEAL

Docket Text: Final Text
RESPONSE to Motion re [38] MOTION for Preliminary Injunction filed by Dave Short. (Stranger, John)

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

Source Document Path (for confirmation only):
Response in Opposition to Motion to Dismiss.pdf pages: 1

Next Clear

NOTE: As discussed previously, this is the final opportunity for the user to make any required changes. If changes are required, then use the browser [Back] button to return to the appropriate page, and make the necessary changes, or start the process over by clicking on [Civil] on the blue bar. If the information is correct, click on the [Next] button, and the screen will appear as shown in Figure 25 below.

Figure 25

Responses and Replies
3:08-cv-00001 Short v. Smith
APPEAL

U.S. District Court
Middle District of Tennessee

Notice of Electronic Filing

The following transaction was entered by Stranger, John on 1/14/2010 at 2:56 PM CST and filed on 1/14/2010
Case Name: Short v. Smith
Case Number: 3:08-cv-00001
Filer: Dave Short
Document Number: 39

Docket Text:
RESPONSE to Motion re [38] MOTION for Preliminary Injunction filed by Dave Short. (Stranger, John)

3:08-cv-00001 Notice has been electronically mailed to:

Credit Card Test-Attorney deadmail@tnmd.uscourts.gov

John Smith deadmail@tnmd.uscourts.gov

John J. Stranger ann_g_frantz@tnmd.uscourts.gov

3:08-cv-00001 Notice SHOULD be delivered by other means to:

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1092242875 [Date=1/14/2010] [FileNumber=2197-0] [
75165a8e3ad47f8bffc51c8fc4031c07b7ad948a6d9bb7deb61c53c845187ec66e1f5d
41eb250150be3853eafccd59f79ba2b00b4a9f1ef7e3b688ff3441daea]]

IV. **CROSS-DOCUMENT HYPERLINKS**. CM/ECF users can file a document that includes a hyperlink to a previously filed document(s) in the same case or another case that resides on the CM/ECF system where the filing is being entered, or on any other court's CM/ECF system. See Appendix F for instructions.

CHAPTER 6

UTILITIES

I. **MAINTAIN YOUR ACCOUNT**. The Utilities feature provides the means for users to maintain their accounts, and other miscellaneous features.

A. E-mail: In ECF, attorneys can update their primary e-mail address, add additional cases to receive NEFs, add additional e-mail addresses to receive NEFs, and designate delivery methods for receiving NEFs. Click on the [Utilities] feature in the menu at the top of the main CM/ECF Official Court Electronic Filing System screen and the screen in Figure 26 will appear.

Figure 26

NOTE: To change or update the mailing address, you must contact the Clerk's Office.

1. Click on Maintain Your E-mail as shown in Figure 26. The initial state of the Email Information screen is shown in Figure 27.

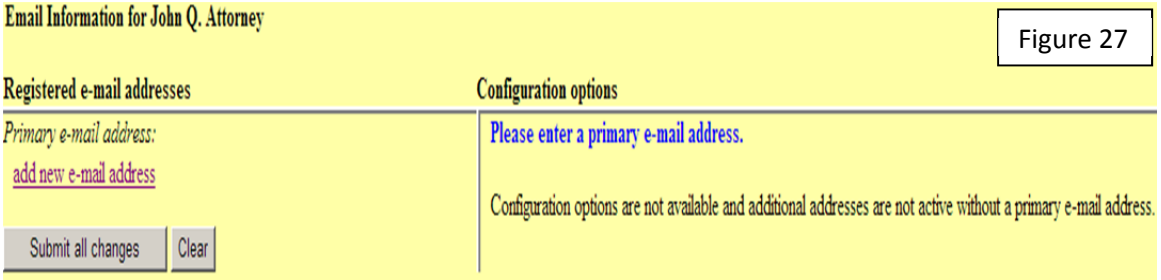


Figure 27

2. The initial Email Information screen is divided into two sides. On the left side, there is one add new email address hyperlink for the primary email address. When the user clicks the 'add new e-mail address' hyperlink, a text field appears on the right side of the screen. The user should enter his/her e-mail address in this field. See Figure 28.

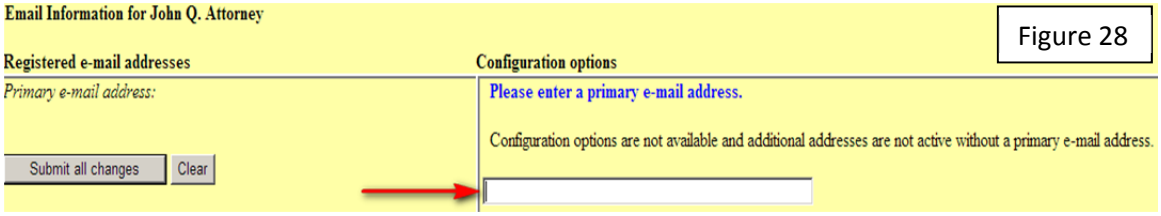


Figure 28

3. Once the user enters a complete email address in the blank box shown in Figure 28, configuration options appear under the email address on the right side of the screen and the ability to add a secondary e-mail address hyperlink appears on the left side of the screen as shown in Figure 29.

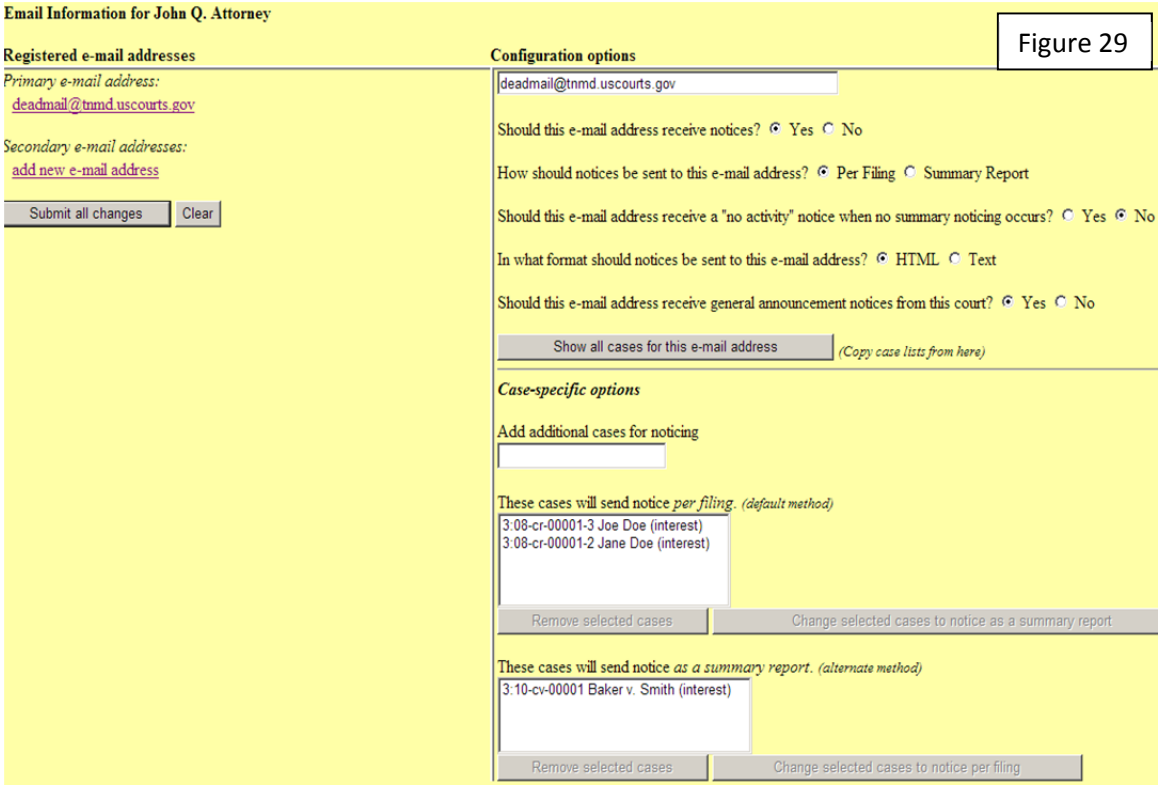


Figure 29

4. Configuration Options

    a. Should this e-mail address receive notices?

       For the primary email address, the default is Yes. To disable the primary address, select No. If set to No, the primary email address will not receive notices of electronic filing (NEFs)—this is not recommended.

    b. How should notices be sent to this e-mail address?

       Sets the default delivery method for notices sent to this address. If Per Filing, an email will be sent for each individual NEF. If Summary Report, one daily summary email notice that lists all the filings for that day will be sent; if this option is selected, an additional option is added to the screen: Should this e-mail address receive a “no activity” notice when no summary noticing occurs? If Yes, the Daily Summary Report email will include the message “no transactions found for this time period” if no activity occurs in the cases for which the user is configured to receive summary notices. If No, then no email will be generated when there is no activity in the cases.

    c. In what format should notices be sent to this e-mail address?

       Controls the format of the emails—either HTML or Text.

    d. Should this e-mail address receive general announcement notices from this court?

       If No, the user will not receive general court announcement email message unless the court overrides the user’s preference (e.g., the message is urgent and must be sent to all users).

    e. Show all cases for this e-mail address.

       Displays a list of all of the cases for which the user is configured to receive NEFs.

5. Case-Specific Options

    a. To add additional cases for which to receive NEFs, enter the case number(s) in the Add additional cases for noticing text field and then either click Enter or Find This Case. After selecting the appropriate case(s), click Add case(s). This will add the case(s) to the list of cases in the default method of service list (the first list of cases).

    b. To move cases from the default method list to the alternate method list, the user should click the case number(s) in the primary list and then click the Change selected cases to notice as a summary report button (if summary noticing is the default method, then this button will be labeled Change selected cases to notice per filing). The cases will be moved to the alternate method list. To delete cases from the default method list or the alternate method list, select the case(s) and then click the Delete selected cases button.

6. Secondary E-Mail Addresses

    a. If a secondary email addresses is added under the primary e-mail address, the additional "Should this e-mail address receive notice for all cases in which this individual is a participant?" option appears in the Configuration Options section of the screen. The user can answer Yes or No. To remove an email address, the user should click on the address on the left side of the screen. This will cause the email address to display in a text field on the right side of the screen, along with all the configuration options and case lists (if any) associated with the email address. The user should remove the email address from the text field. If the user wants to change the email address to a different one, the user should immediately type the new address in the text field. If the user clicks anywhere outside the text field while a complete email address is not in the text field, all of the configuration options and case lists will disappear from the screen, and the previous email address and settings will be removed.

II. **RSS FEED**: Really Simple Syndication (RSS) is a type of XML that allows Internet browsers and other feed readers to display information from a website. Attorneys may subscribe to RSS feeds so they will be notified every time content is updated on a particular site. Access to the RSS Feed can be found under [Utilities → Court Information]. See Figure 30 below.

Court Details	
Court's Name	Middle District of Tennessee
Software Version	CM/ECF-DC V4.0.3
ECF Go Live Date	July 5, 2005
Maximum PDF File Size	10 MB
Maximum Merge Document Size	20 MB
RSS Feed Docket entries of type: order,order-cr,motion	Last 100 entries - Internet

Figure 30

A. Access: To allow for easier public access to specific data, CM/ECF, at the option of the court, now provides attorneys with an RSS feed for notification with links to docket sheets and documents.

A standard RSS reader **will not** be provided with CM/ECF. Users must acquire, install, and configure third-party RSS reader software before they can use this feature in CM/ECF.

The feed includes the last 100 entries of all motions and orders that have been docketed.

If the user selects the Last 100 entries – Internet option, a subsequent screen appears – see Figure 31 below; the user can subscribe to the feed from this screen. A sample list of recent docket entries also appears on this screen.

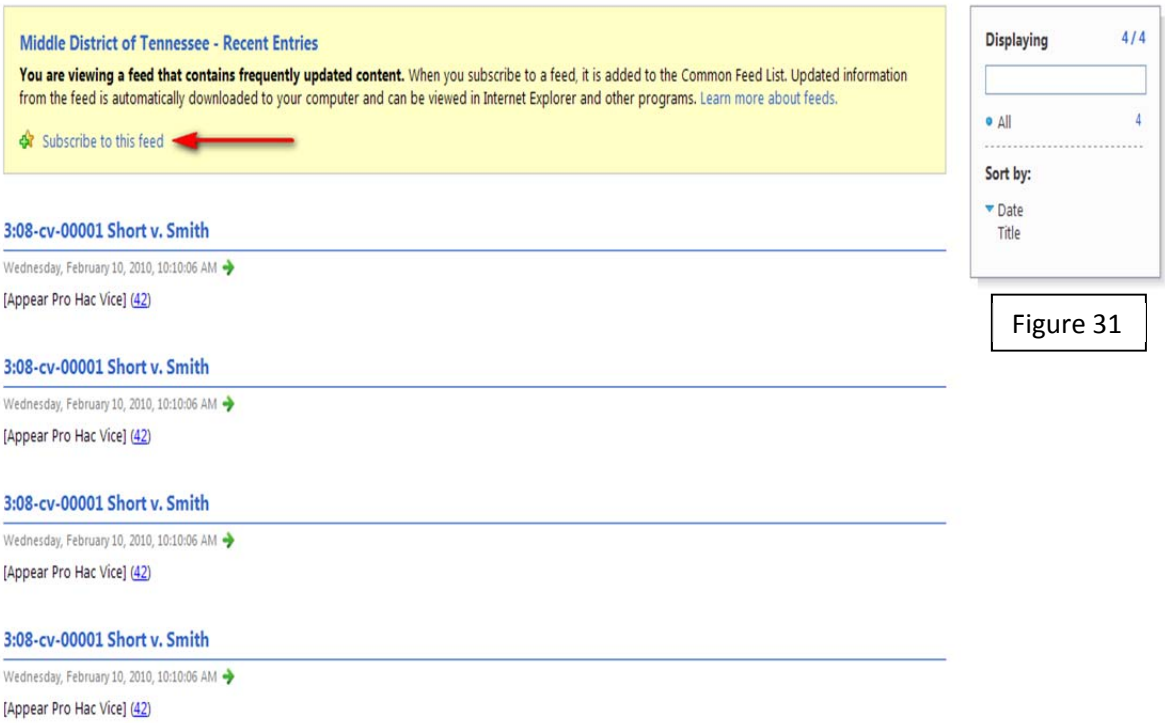


Figure 31

B. Avoiding Login Prompts Using the RSS Reader: Attorneys can avoid being prompted for a login every time they click on a case number or document link by staying logged in to CM/ECF with the default browser used by the RSS reader.

The first time the attorney accesses a feed using an RSS reader (for example, FeedDemon), the attorney should configure the reader as follows: select the Tools menu, then Options, then Browsing. Check the box for *Open external links in default browser instead of inside FeedDemon*. Apply the changes. Doing this will ensure that the attorney does not have to log in to CM/ECF after clicking on a case number or a document number hyperlink from the feed.

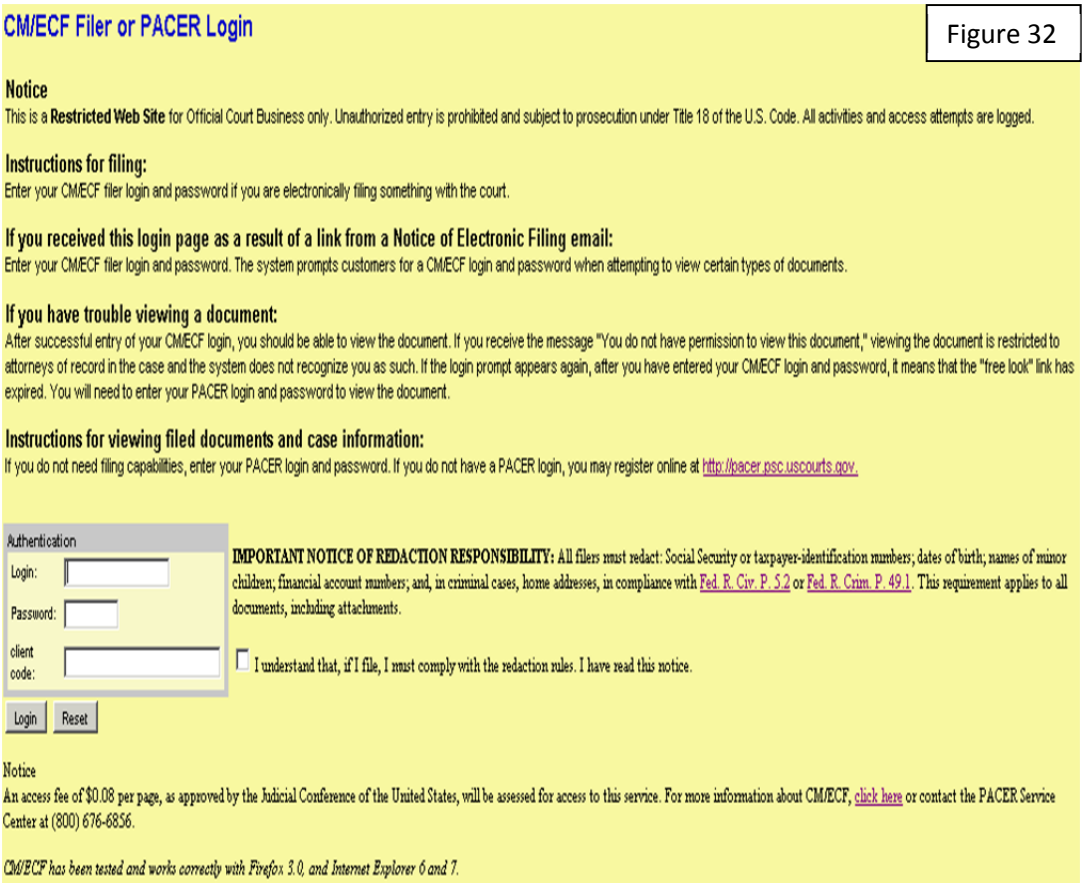
CHAPTER 7

OTHER FEATURES USING YOUR PACER ACCOUNT

I. **QUERY FEATURE**: The [Query] feature is used to search CM/ECF for case related information. As previously discussed, the user must have a ***PACER account***. The Judicial Conference of the United States has the authority to impose user fees for electronic access to case information. All registered PACER users will be assessed a charge of .10 cents per page not to exceed $3.00 (or the equivalent of 30 pages) to access most documents.

A. To access the query feature, log on ECF/PACER using the PACER login and password. The client code field is provided so that when using PACER, attorneys may track usage by client for billing purposes. See Figure 32 below. Fees of less than $10 in a quarterly billing cycle are waived.

Figure 32



CM/ECF Filer or 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 for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov.

Authentication
Login:
Password:
client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Login Reset

Notice
An access fee of $0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, click here or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 6 and 7.

B. Click on the [QUERY] feature in the menu at the top of the main CM/ECF Official Court Electronic Document Filing System screen and the screen in Figure 33 below will appear.

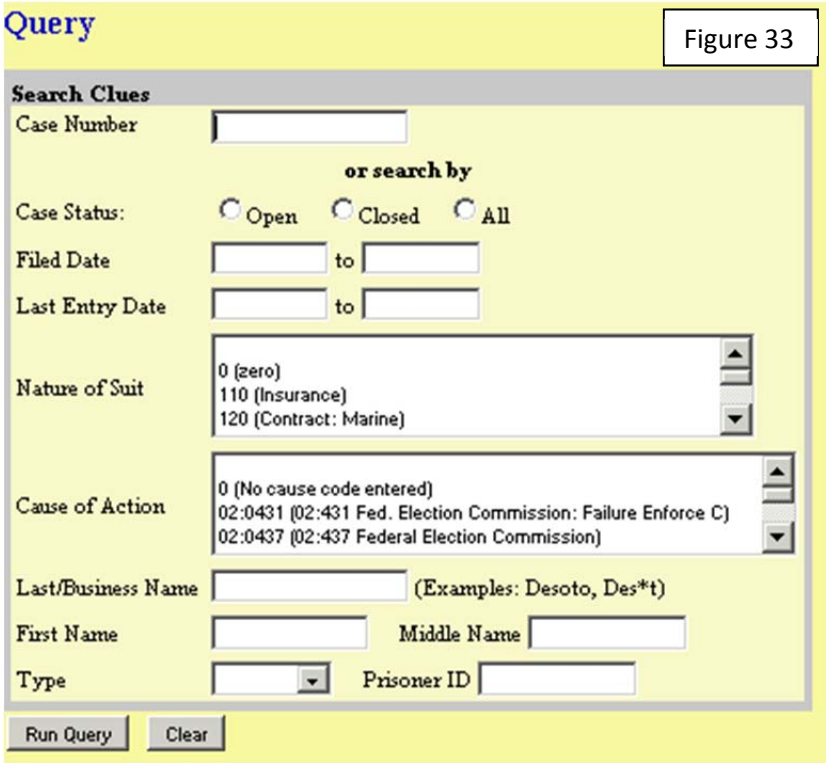


Figure 33

Note: Enter the case number or, if the case number is unknown, a combination of Information in the other data fields to locate the case to be searched. Click on the [Run Query] button, and the screen in Figure 34 below will appear.

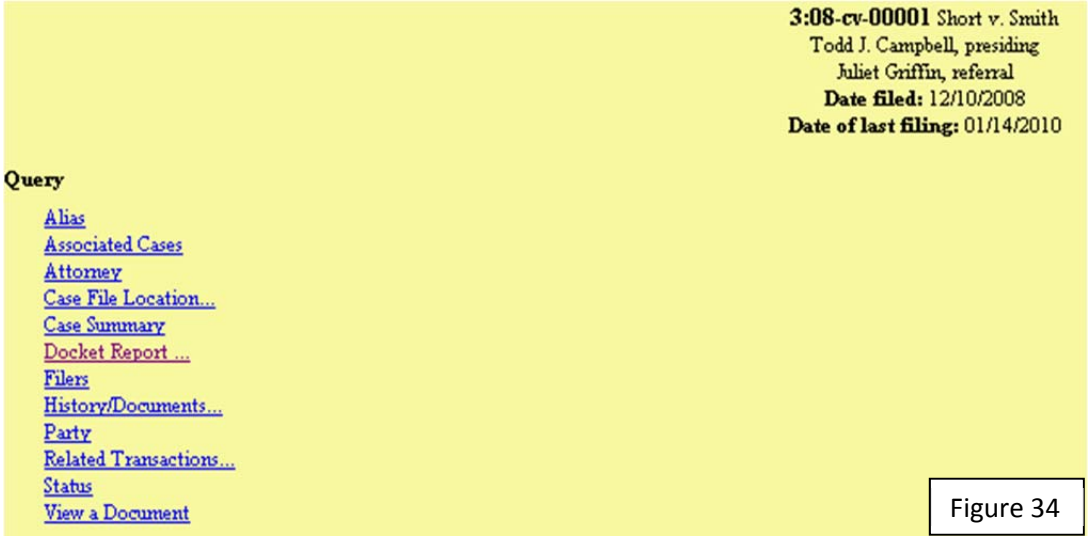


Figure 34

C. The search options available are listed in the one column on the left side of the screen. For the purposes of this example, click on the [Docket Report] hyperlink, as shown in previous Figure 34, and the screen in Figure 35 will appear below.

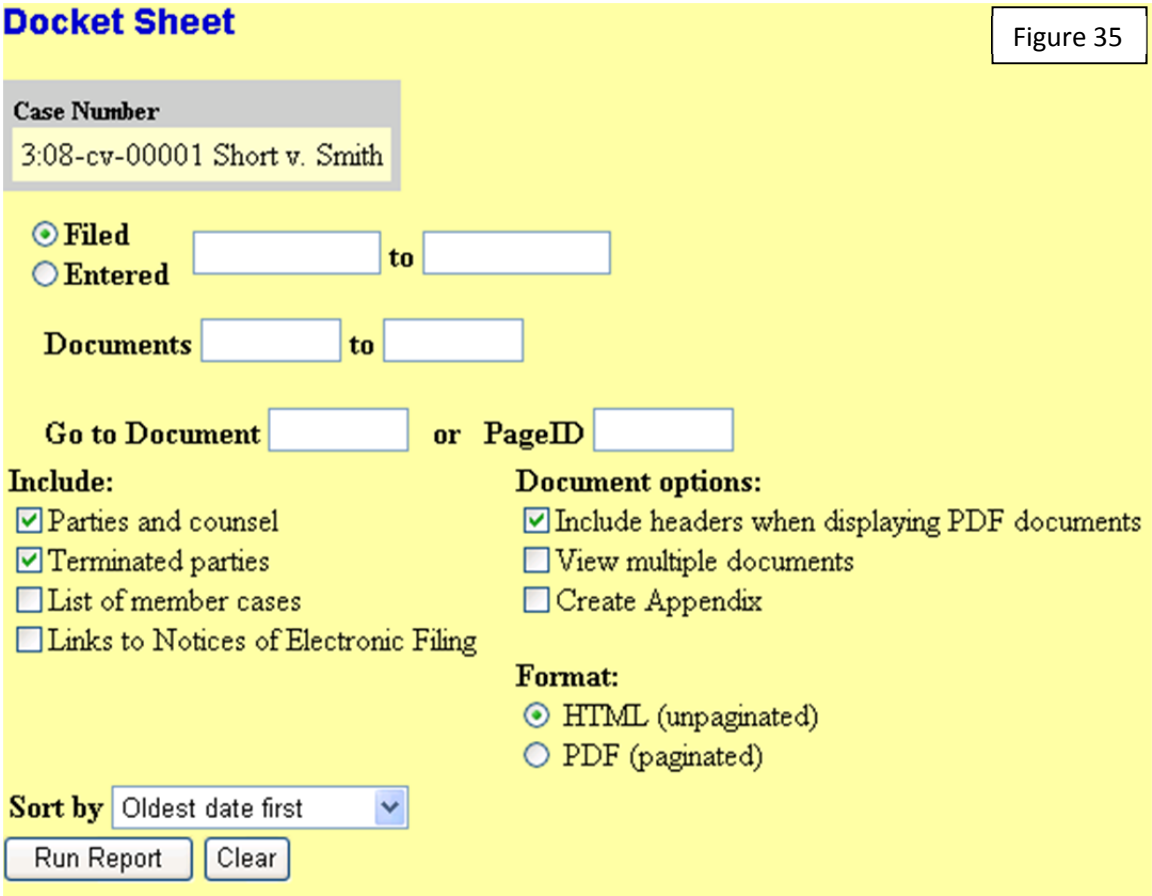


Figure 35

D. Enter the information necessary to prescribe the manner in which the document to be retrieved is to appear. In this example, CM/ECF has been instructed to show all events in the case, sorted by the oldest date first. Click on the [Run Report] Button, as shown in previous Figure 35, and the screen in Figure 36 below will appear.

Figure 36

U.S. District Court
Middle District of Tennessee (Nashville)
CIVIL DOCKET FOR CASE #: 3:08-cv-00001

Short v. Smith
Assigned to: District Judge Todd J. Campbell
Referred to: Magistrate Judge Juliet Griffin
Cause: 42:1983 Civil Rights Act

Date Filed: 12/10/2008
Jury Demand: Plaintiff
Nature of Suit: 440 Civil Rights: Other
Jurisdiction: Federal Question

Plaintiff

Dave Short represented by **John J. Stranger**
222 Deaderick Street
Nashville, TN 37238
(615) 555-1100
Email: deadmail@tnmd.uscourts.gov
ATTORNEY TO BE NOTICED

V.

Defendant

Tommy Smith represented by **John Smith**
Smith & Associates
801 Broadway
Room 200
Nashville, TN 37203
(615) 555-1212
Email: deadmail@tnmd.uscourts.gov
PRO HAC VICE
ATTORNEY TO BE NOTICED

Date Filed	#	Docket Text
12/10/2008	1	COMPLAINT against Tommy Smith (Filing fee $350, Receipt number 1111111), filed by John Smith.(af) (Entered: 12/10/2008)
12/10/2008	2	COMPLAINT against Tommy Smith (Filing fee $350, Receipt number 1111112), filed by John Smith.(af) (Entered: 12/10/2008)
12/10/2008	3	COMPLAINT against Tommy Smith (Filing fee $350, Receipt number 111112), filed by John Smith.(af) (Entered: 12/10/2008)

NOTE: If the number appearing in the "#" column appears in blue, then the document has been filed in PDF format. If the number is not blue, then it has not been filed electronically.

E. Clicking on the hyperlink docket entry number will display the actual document in PDF format. See Figure 37 below.

Figure 37

Date Filed	#	Docket Text
12/10/2008	1	COMPLAINT against Tommy Smith (Filing fee $350, Receipt number 1111111), filed by John Smith.(af) (Entered: 12/10/2008)
12/10/2008	2	COMPLAINT against Tommy Smith (Filing fee $350, Receipt number 1111112), filed by John Smith.(af) (Entered: 12/10/2008)
12/10/2008	3	COMPLAINT against Tommy Smith (Filing fee $350, Receipt number 111112), filed by John Smith.(af) (Entered: 12/10/2008)

II. REPORTS FEATURE

A. Reports Feature: After logging into the system using your PACER login and password, click on the [Reports] feature in the menu at the top of the main CM/ECF Official Court Electronic Document Filing System screen and the screen in Figure 38 will appear.

Figure 38

B. Click on the "Civil Cases" feature under "Civil Reports," and the screen in Figure 39 below will appear, providing the user with the means to search for cases meeting specific search criteria.

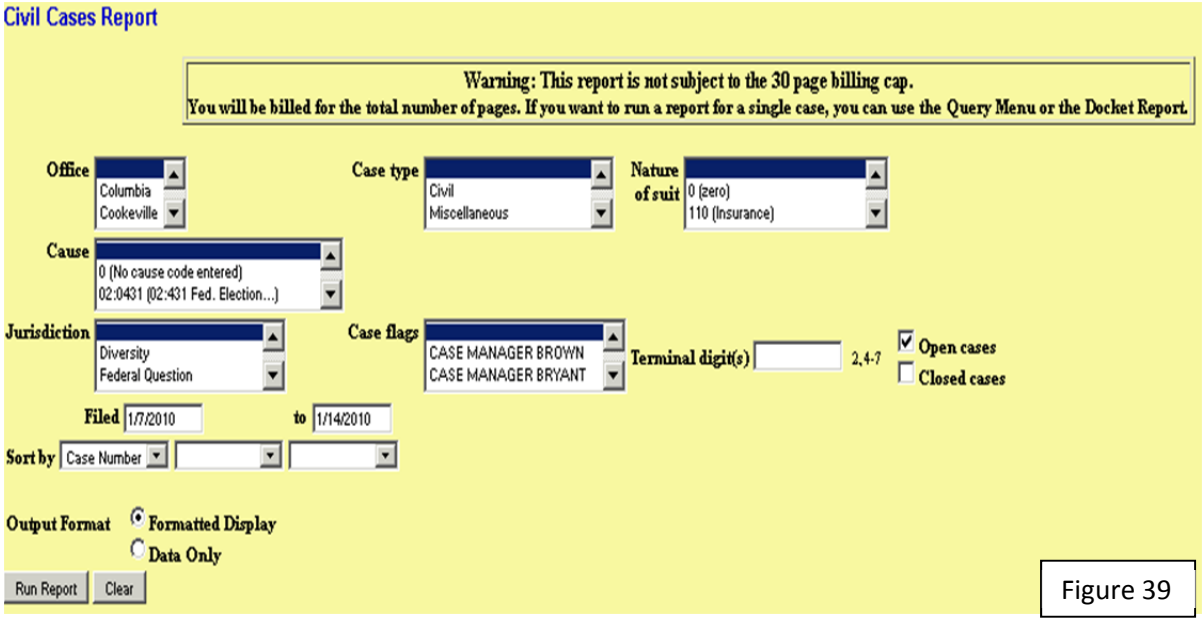


Figure 39

C. Enter the information to define the search, and the screen in Figure 40 below will appear, displaying those cases that satisfy the search criteria.

Figure 40

Civil Cases Report

U.S. District Court -- Middle District of Tennessee
Filed Report Period: 12/1/2008 - 12/31/2008

Case Number/ Title	Case Dates	Days Pending	Notes
3:08-cv-00001 **Short v. Smith**	*Case filed:* 12/10/2008	400	*Cause:* 42:1983 Civil Rights Act *NOS:* 440 Civil Rights: Other *Office:* Nashville *Jurisdiction:* Federal Question *Presider:* Todd J. Campbell *Referral:* Juliet Griffin *Jury demand:* Plaintiff *Case flags:* APPEAL

Total number of cases reported: 1

Selection Criteria for Report

Office	All
Case Type	cv
Nature of Suit	All
Cause	All
Jurisdiction	All
Filed Date	12/1/2008 - 12/31/2008
Case Flags	All
Terminal Digits	All
Open Cases	Yes
Closed Cases	No
Sort by	case number

III. **LOGOUT**. After completing the transactions in CM/ECF, exit by clicking on [Logout] in the menu at the top of the screen. The user will be returned to ECF/PACER Login screen.

IV. **HELP**. The help feature, denoted by the large question mark in the upper right corner of the CM/ECF provides on-line help. By placing the cursor in a particular field, and clicking on the question mark, CM/ECF will advise the user about the field. In other instances, the help feature will provide basic procedural instructions.

APPENDIX A

Local Rule 5.03: Electronic Case Filing

Rule 5.03
Electronic Case Filing

(a) Filing of Documents by Electronic Means. All attorneys practicing in the Middle District of Tennessee, including those admitted pro hac vice and those authorized to represent the United States, shall, absent good cause shown, register as Filing Users of the Electronic Filing System and file their documents by electronic means as set forth in Administrative Order No. 167, Administrative Practices and Procedures for Electronic Case Filing (ECF). A document filed by electronic means constitutes a written paper for the purposes of these Local Rules, the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

(b) Electronic Service of Filed Documents. Receipt of the Notice of Electronic Filing generated by the Court's Electronic Case Filing System (CM/ECF) shall constitute service of the electronically filed document on persons registered as Electronic Filing Users.

(1) A certificate of service must be included with all electronically filed documents stating that service was made upon Filing Users through the Electronic Filing System and further stating how service was accomplished on any party or counsel not served through the Electronic Filing System.

(2) Initial documents, such as a complaint and summons in a civil case, must be served in accordance with Rule 4 of the Federal Rules of Civil Procedure and not via the Court's Electronic Case Filing System (CM/ECF). Civil complaints, charging documents in criminal cases, and removal documents from State Court must be filed by Filing Users on paper in the traditional manner and not electronically and must be accompanied by a disk or CD-ROM containing the document in PDF format.

APPENDIX B

Administrative Order No. 167: Administrative Practices and Procedures for Electronic Case Filing

RECEIVED FOR ENTRY
M
APR 18 2005
CLERK
DEPUTY CLERK

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE

IN RE:	)	
	)	Administrative Order
ELECTRONIC CASE FILING	)	No. 167
PRACTICES AND PROCEDURES	)	

ADMINISTRATIVE PRACTICES AND PROCEDURES FOR ELECTRONIC CASE FILING (ECF)

IT IS ORDERED that the attached Administrative Practices and Procedures for Electronic Case Filing are adopted for use in the United States District Court for the Middle District of Tennessee.

The complete text of the Administrative Practices and Procedures for Electronic Case Filing is available on the Court's web site at www.tnmd.uscourts.gov or may be requested by mail or in person at the United States District Court Clerk's Office, 801 Broadway, Room 800, Nashville, TN 37203.

IT IS SO ORDERED.

ROBERT L. ECHOLS
Chief United States District Judge

TODD J. CAMPBELL
United States District Judge

ALETA A. TRAUGER
United States District Judge

WILLIAM J. HAYNES, JR.
United States District Judge

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE
ADMINISTRATIVE PRACTICES AND PROCEDURES
ELECTRONIC CASE FILING

1. Scope

Unless otherwise provided, these policies and procedures apply to all cases assigned by the Court to the Electronic Filing System.

2. Definitions

2.1 "Electronic Filing System" means the Court's automated system for receipt, retention and retrieval of documents filed in electronic form.

2.2 “Filing Error” means an error in submission of a filing to the Electronic Filing System, *e.g.*, a filing with an incorrect case number, with an incorrect docket entry or with the wrong PDF file attached to a docket entry.

2.3 "Filing User" means an individual registered with the Court to whom the Court has issued a login and password allowing the individual to access the Electronic Filing System for all permitted purposes.

2.4 "Notice of Electronic Filing" means the electronic notice generated by the Electronic Filing System which is e-mailed to participating Filing Users at the time a document is filed with the system. The Notice of Electronic Filing sets forth the time the document is filed, the names of the party and attorney filing the document, the type of document filed, the text of the docket entry describing the document as it will appear on the Court’s docket, the name of each recipient of the Notice and an electronic link to the filed document allowing the recipients to retrieve the filed document.

2.5 "PACER" ("Public Access to Court Electronic Records") is an electronic public access service established by the Administrative Office of the United States Courts that allows access to federal court records, including those filed through the Electronic Filing System. Any person establishing a PACER account will be able to view, print and download information filed with the Electronic Filing System over the Internet.

2.6 "PDF" means Portable Document Format. PDF is the format in which electronically filed documents must be transmitted to the Electronic Filing System.

2.7 "Technical Failure" means a malfunction of the Court's Electronic Filing System or the telecommunications facilities through which the system is accessed which prevents a Filing User from filing a document electronically. Technical Failure does not include a malfunction of a Filing User's computer and/or telecommunications facilities which prevents a Filing User from electronically filing a document.

3. Cases Assigned To The Electronic Filing System

All civil, criminal and miscellaneous cases shall be assigned to the Electronic Filing System, unless exempted by the Court. Pro Se filers (e.g., a party not represented by an attorney) may not file electronically unless registered as a Filing User as provided in Section 7. Pro Se filers, unless authorized, are directed to file all documents on paper in the traditional manner.

4. Filing by Facsimile

The Clerk's Office will not accept any facsimile transmission unless ordered by the Court, in which case an original shall be promptly substituted.

5. Scope of Electronic Filing

5.01 General. Except as expressly provided herein, by local rule, by order of the Court or in exceptional circumstances, including a Technical Failure, a Filing User shall electronically file all documents required to be filed in all civil, criminal and miscellaneous cases.

5.02 Maximum Size of Filings. Filed documents cannot be greater than 10 MB in size. The system will alert the Filing User if the file is too large. Documents greater than 10 MB in size must be divided into separate documents less than 10 MB in size and should be filed as attachments to the primary document with an appropriate notation in the docket text.

5.03 Civil Complaints. Civil complaints must be filed by Filing Users on paper in the traditional manner and not electronically and must be accompanied by a disk or CD-ROM containing the document in PDF format. Attorneys are advised that, if there is a disparity between the paper document and the document on the disc or CD-ROM, the document provided on the disc or CD-ROM is controlling. All subsequent documents shall be filed electronically.

5.04 Charging Documents in Criminal Cases. Any indictment or information must be filed by Filing Users on paper in the traditional manner, not filed electronically, and must be accompanied by a disk or CD-ROM containing the documents in PDF format. Attorneys are advised that, if there is a disparity between the paper document and the document on the disc or CD-ROM, the document provided on the disc or CD-ROM is controlling. The electronic copy of charging documents, including the information, indictment, and superseding information or indictment, shall contain a scanned image of any legally required signature. All subsequent documents shall be filed electronically.

Criminal complaints shall be submitted to the Court on paper in the traditional manner and not electronically. Once the complaint has been properly executed and approved by the Court, it will be scanned in PDF format by the Clerk's Office.

5.05 Removal Documents. Notices of removal from State Court must be filed by Filing Users on paper in the traditional manner and not electronically and must be accompanied by a disk or CD-ROM containing the document in PDF format. Attorneys are advised that, if there is a disparity between the paper document and the document on the disc or CD-ROM, the document provided on the disc or CD-ROM is controlling. In addition, an electronic copy of all documents filed in the state court action, as required by 28 U.S.C. § 1441, *et seq*, must be submitted on a disk or CD-ROM in PDF format. All subsequent documents shall be filed electronically.

5.06 Exhibits and Attachments. Filing Users shall file in electronic form all exhibits or attachments to filed documents, unless the Court permits filing in paper form.

5.07 Sealed Documents. A party seeking to file documents under seal must (1) electronically file a motion for leave of Court to do so via the Court's Electronic Filing System; and (2) by separate entry immediately thereafter, submit the proposed sealed documents by selecting the "Sealed Document" event option in the Court's Electronic Filing System. Any documents purported to be filed under seal without leave of Court will automatically become part of the public record. When documents are ordered to be placed under seal, the Clerk will officially file the documents and such documents will be electronically accessible only to the Court.

5.08 Proposed Orders. Any proposed orders should be included as an attachment to an electronically filed motion or other request for relief.

5.09 Administrative Record in Social Security Cases, State Court Record in Habeas Cases and Other Large Records. The administrative record in social security cases and the state court record in habeas cases shall be filed electronically, unless otherwise ordered by the Court. Upon approval of the Court, other large records may be filed on paper and not electronically.

5.10 Redaction of Personal Information from Complaint and Filed Documents. In compliance with the policy of the Judicial Conference of the United States, and the E-Government Act of 2002, and in order to promote electronic access to case files while also protecting personal privacy and other legitimate interests, parties shall refrain from including, or shall partially redact where inclusion is necessary, the following personal identifiers from all documents filed with the Court, including exhibits thereto, whether filed electronically or in paper, unless otherwise ordered by the Court.[1]

(a) **Social Security numbers.** If an individual's social security number must be included in a document, only the last four digits of that number should be used.
(b) **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of the child should be used.
(c) **Dates of birth.** If an individual's date of birth must be included in a document, only the year should be used.
(d) **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.
(e) **Home Addresses.** If home addresses must be included in a document, only the city and state should be used. (Criminal cases only)

Also in compliance with the E-Government Act of 2002, a party seeking to file a document containing the personal data identifiers listed above may, with permission of the Court sought pursuant to a motion to file under seal:
(a) file an unredacted version of the document under seal, or
(b) file a reference list under seal. The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete personal data identifier. The reference list must be filed under seal, and may be amended as of right.

[1] This redaction requirement does not extend to documents exempted from redaction under Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1.

The unredacted version of the document or the reference list 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.

The responsibility for redacting these personal identifiers rests solely with counsel and the parties. The Clerk's Office will not review each pleading for compliance with the required procedures.

6. Effect of Electronic Filing

Electronic transmission of a document to the Electronic Filing System, together with the transmission of a Notice of Electronic Filing from the Court, constitutes filing of the document for all purposes under the Federal Rules of Civil and Criminal Procedure and the Local Rules of this Court, and constitutes entry of the document on the docket kept by the Clerk under Fed.R.Civ.P. 58 and 79 and Fed.R.Crim.P. 49 and 55.

Each electronically filed document, as stored by the Court, becomes a part of the Court's official record and the filing party is bound by the document as filed. An electronically filed document is deemed filed as of the date and time stated in the Notice of Electronic Filing generated by the Electronic Filing System.

Filing a document electronically does not alter the filing deadline for that document. In order for a document to be considered timely filed on a deadline date, the filing must be completed on the deadline date before midnight (local time at the Court's location).

7. Registration and Passwords

Only a registered Filing User may electronically file documents with the Electronic Filing System.

Attorneys practicing before the Court, including those admitted pro hac vice and those authorized to represent the United States, shall, absent good cause shown, register as Filing Users of the Electronic Filing System. Registration shall be in the form prescribed by the Clerk and require each registrant's name, address, telephone number, Internet e-mail address and a confirmation that the attorney is admitted to practice before the Court. The registration form is available on the Court's web site at http://www.tnmd.uscourts.gov/register.html. Registrants shall also have a PACER account and certify that they have read the Electronic Case Filing Practices and Procedures and will abide by them.

A party to an action who is not represented by an attorney may, with the Court's permission, register as a Filing User solely for purposes of that action. Registration

shall be in a form prescribed by the Clerk and shall require identification of the action as well as the party's name, address, telephone number and Internet e-mail address. If, during the course of the proceeding, the party retains an attorney who is a registered Filing User, the attorney shall, upon entering an appearance, advise the Clerk to terminate the party's Filing User registration.

Registration as a Filing User constitutes consent to electronic service of all documents as provided herein, by the Local Rules of the Court and by any applicable rule of procedure.

Once registration is completed, the Court will send the Filing User an electronic confirmation of the assignment of a login and password.

No Filing User or other person may knowingly permit a Filing User's login and password to be used by anyone other than the Filing user or an authorized agent.

Filing Users agree to protect the security of their passwords and immediately notify the Clerk if they learn that their password has been compromised. Filing Users may be sanctioned by the Court for failure to comply with this provision.

In the event a Filing User believes the security of an existing password has been compromised and a threat to the Electronic Filing System exists, the Filing User shall immediately give notice by telephone to the ECF Help Desk at (615) 695-2888, (866) 720-TNMD, or (866) 720-8663 so the Clerk's Office can render the password invalid. Filing Users giving telephonic notice that a password has been compromised shall also confirm that notice electronically to cmecf@tnmd.uscourts.gov.

Training will be offered at the courthouse on a regular basis. Please see the Court's web site at www.tnmd.uscourts.gov for a current training schedule or call (615) 695-2888, (866) 720-TNMD, or (866) 720-8663.

All attorneys admitted to the Court pursuant to Local Rule 83.01(c) after the effective date of these Administrative Practices and Procedures for Electronic Case Filing shall participate in Court approved Electronic Case Filing training within sixty (60) days of admission to the Court.

8. Signatures

Use of the login and password issued to a Filing User to effect the electronic filing of a document shall serve as the Filing User's signature on that document for all purposes, including those of Fed.R.Civ.P. 11.

Electronically filed documents shall set forth the Filing User's name, address, telephone number and Board of Professional Responsibility registration number. In addition, the Filing User's name shall be (1) typed in the space where the signature

would otherwise appear preceded by the symbol "s/"; or (2) inserted by facsimile signature.

A document containing the signature of a defendant in a criminal case may, at the option of the presiding Judge, be filed: (1) in paper form with an original written signature; or (2) in electronic form as a scanned image of the document containing an image of the defendant's original signature.

In order to file a document required to contain the signature of more than one person, the Filing User shall: (1) file a scanned image of the document containing all necessary signatures; (2) file the document without the requisite signatures but with a representation by the Filing User that all signatories have consented to the filing of the document; or (3) file the document in any other manner approved by the Court.
Documents requiring an original signature other than that of the Filing User (e.g., affidavits and declarations) shall be filed by transmitting a scanned image of the document to the Electronic Filing System in PDF format.

A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures must file an objection to the document within ten (10) days of the Notice of Electronic Filing.

9. Service of Electronically Filed Documents

Pursuant to Fed. R. Civ. P. 5(b)(2)(E) and Fed. R. Crim. P. 49(b), the Notice of Electronic Filing generated by the Court's Electronic Case Filing System (CM/ECF) shall constitute service of the electronically filed document on persons registered as Electronic Filing Users.

A certificate of service must be included with all electronically filed documents stating that service was made upon Filing Users through the Electronic Filing System and further stating how service was accomplished on any party or counsel not served through the Electronic Filing System.

Initial documents, such as a complaint and summons in a civil case, must be served in accordance with Rule 4 of the Federal Rules of Civil Procedure and not via the Court's Electronic Case Filing System (CM/ECF).

10. Notice of Court Orders and Judgments

Immediately upon the entry of an order or judgment in a case assigned to the Electronic Filing System, the Clerk shall electronically transmit to Filing Users participating in the case a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing by the Clerk to the participating Filing Users shall constitute notice as required by Fed.R.Civ.P. 77(d) and Fed.R.Crim.P. 49(c). The

Clerk shall give notice in paper form in accordance with the applicable rule of procedure to a party who has been exempted by the Court from participating in electronic service.

11. Filing and Issuance of Court Documents

All orders, decrees, judgments, and other court-issued documents shall be electronically entered in accordance with these procedures. Upon entry, such documents will be deemed to have been entered on the Court's docket under Fed.R.Civ.P. 58 and 79 and Fed.R.Crim.P. 49 and 55. Any order or other court-issued document entered electronically without the handwritten signature of a Judge or Clerk has the same force and effect as if the Judge or Clerk had signed a paper copy of the document and it had been entered on the docket in paper form.

The Court may enter text only orders as entries on the Court's docket without entering a separate PDF-based order in the Electronic Filing System. Such orders are complete as they appear on the docket and are official and binding upon the parties.

12. Technical Failures

A Filing User whose filing is made untimely as the result of a Technical Failure may seek appropriate relief from the Court.

13. Filing Errors

The Electronic Filing System will not allow a Filing User to correct a filing after it has been electronically submitted. Filing Users shall report Filing Errors to the Clerk’s Office. If appropriate, the Clerk will make an entry in the Electronic Filing System indicating the document was filed in error. Filing Users may be required to re-file the document or may file a motion requesting relief.

14. Public Access

Members of the public may review docket sheets and unsealed documents contained in the Electronic Filing System at the Clerk's Office or through the Court's Internet site, www.tnmd.uscourts.gov, after opening a PACER account.

15. Retention Requirements

An electronically filed document that requires an original signature other than that of the Filing User (e.g., affidavits and declarations) shall be maintained in paper form by counsel representing the party on whose behalf the document was filed for one year after all time periods for all appeals expire. On request of the Court, counsel must provide the original document for review.

APPENDIX C

ECF Registration Form

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE

ELECTRONIC FILING ATTORNEY REGISTRATION FORM

This form is used to register for an account on the Middle District of Tennessee Electronic Filing System (CM/ECF). Registered attorneys will have privileges to electronically submit documents and to view the electronic docket sheets and documents. By registering, attorneys consent to receiving electronic notice of filings through the system. The following information is required for registration:

First Name: _____ Middle Name: _____

Last Name: _____

If appropriate indicate Jr., Sr. etc. _____

Date Admitted to Tennessee Supreme Court: _____ Bar ID Number: _____

Are you currently in good standing? Yes _____ No _____

Firm Name: _____

Address: _____

_____

City: _____ State: _____ Zip Code: _____

Voice Telephone Number: (_____) _____ Fax Number: (_____) _____

Internet E-Mail Address: _____

Attorneys seeking to file documents electronically must be admitted to practice in the United States District Court for the Middle District of Tennessee. Please complete which applies.

Date admitted to practice in this Court: _____

If U.S. Department of Justice Attorney check here: _____

If admitted pro hac vice: Date motion for pro hac vice was granted: _____

Case number: _____

By submitting this form, the undersigned agrees to abide by all Court rules, orders, policies and procedures governing the use of the electronic filing system. The undersigned also consents to receiving notice of filings pursuant to Fed. R. Civ. P. 5(b) and 77(d) and Fed.R.Crim.P. 49(b)-(d) via the Court's electronic filing system. The undersigned further certifies that they have read and understood the Court's Administrative Practices and Procedures for Electronic Case Filing, which are available through the CM/ECF link at the Court's website at: http://www.tnmd.uscourts.gov.

_____

Signature of Registrant

Date submitted: _____

Once your registration is complete, you will receive notification by e-mail as to your user ID and password.

All attorneys admitted to the Court pursuant to Local Rule 83.01(c) after the effective date of the Administrative Practices and Procedures for Electronic Case Filing shall participate in Court approved Electronic Case Filing training within sixty (60) days of admission to the Court. Training class schedules are available at the Court's website at http://www.tnmd.uscourts.gov.

This form can be sent to ATTN: CM/ECF Registration Form, U.S. District Court, 801 Broadway, Room 800, Nashville, TN 37203 or turned in at the Intake Department at the Nashville Courthouse.

APPENDIX D

Civil and Criminal Event Lists

Civil Menu for Attorney Users-Initial Pleadings and Service (REVISED 2/2010)

Complaint and Other Initiating Documents
Amended Complaint
Application for Stay of Execution
Counterclaim
Crossclaim
Intervenor Complaint
Third-Party Complaint

Service of Process
Acknowledgment of Service
Affidavit of Service
Certificate of Service
Request for Waiver of Service
Service by Publication
Subpoena
Summons Returned Executed
Summons Returned Executed as to USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Unexecuted
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 Complaint
Answer to Complaint
Answer to Amended Complaint
Answer to Counterclaim
Answer to Crossclaim
Answer to Intervenor Complaint
Answer to Third Party Complaint
Answer to Petition for Writ of Habeas Corpus
Answer to Petition to Enforce IRS Summons
Answer to Petition to Perpetuate Testimony
Answer to Social Security Complaint

Other Answers
Amended Answer to Complaint
Answer to Complaint (Notice of Removal)
Answer to Writ of Garnishment
Claim
Objection to Report & Recommendation
Withdrawal of Claim

Civil Menu for Attorney Users-Motions and Related Filings

Motions

Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appear Pro Hac Vice
Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Approve Consent Judgment
Ascertain Status
Attorney Fees
Bifurcate
Bond
Certificate of Appealability
Certify Class
Change Venue
Clarify
Compel
Consolidate Cases
Contempt
Continue
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Deposit Funds
Directed Verdict
Disbursement of Funds
Disclosure
Discovery
Dismiss
Dismiss Case as Frivolous
Dismiss/Lack of Jurisdiction
Dismiss/Lack of Prosecution
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Enforce IRS Summons
Enforce Judgment
Entry of Default
Exclude
Expedite
Extension of Time as to Transcript Redaction Deadlines
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Document
Extension of Time to File Response/Reply
File Excess Pages
Forfeiture of Property
Hearing
In Limine
Intervene
Issuance of Warrant in Rem
Joinder
Judgment Based on ADR Settlement
Judgment Debtor Exam
Judgment NOV
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on Partial Findings
Judgment on the Pleadings
Judgment on the Record (*SSA/ERISA Cases*)
Judgment under Rule 54(b)
Leave
Leave to Appeal
Leave to File Document Under Seal
Letters Rogatory
Limited Admission
Miscellaneous Relief
More Definite Statement
New Trial
Order of Sale
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Proceed In Forma Pauperis
Produce
Protective Order
Quash
Reassign Case
Reconsideration
Recusal
Redact Transcript
Refund of Fees Paid Electronically
Release of Bond Obligation
Release of Funds
Remand
Remand to Agency
Remand to Bankruptcy Court
Remand to State Court
Reopen Case
Report & Recommendation-IRS Summons
Return of Property
Review
Sanctions
Seal
Seal Case
Seal Document
Service by Publication
Set Aside
Set Aside Default
Set Aside Forfeiture
Set Aside Judgment
Set Aside Verdict
Settlement
Sever
Show Cause
Stay
Strike
Substitute Attorney
Substitute Party
Summary Judgment
Supplement
Take Deposition
Taxation of Costs
Temporary Restraining Order
Unseal Case
Unseal Document
Vacate
Withdraw
Withdraw the Reference
Withdraw as Attorney
Writ
Writ of Garnishment
Writ of Habeas Corpus ad Prosequendum
Writ of Habeas Corpus ad Testificandum
Writ of Mandamus

Responses and Replies
Reply to Response to Motion
Response in Opposition to Motion
Response in Support of Motion
Response to Motion

Civil Menu for Attorney Users-Other Filings

ADR Documents
Consent to Arbitration
Consent to Mediation
Objection to Report of Arbitrator/Mediator
Report of Mediation
Report of Parties Regarding Mediation Efforts
Request for Trial De Novo

Discovery Documents (*See Local Rule 5.02: Pursuant to the provisions of Rule 5(d) of the Federal Rules of Civil Procedure, depositions, interrogatories, requests for documents, requests for admissions, and answers and responses thereto shall not be filed with the Clerk's office, except in support of or in opposition to a motion or by order of the Court.)*
Answers to Interrogatories
Deposition
Discovery Dispute Statement
Interrogatories Propounded
Notice to take Deposition
Request for Admissions
Request for Production of Documents
Response to Discovery Request

Notices
Certificate of Counsel
Notice (Other)
Notice of Acceptance of Offer of Judgment
Notice of Appearance
Notice of Application for Writ
Notice of Change of Address
Notice of Consent of the Parties
Notice of Filing
Notice of Intent to Request Redaction
Notice of Lis Pendens
Notice of Settlement
Notice of Voluntary Dismissal

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

Appeal Documents
Appeal Transcript Request
Appeal of Magistrate Judge's Decision to District Court
Appellant's Brief
Appellant's Reply Brief
Appellee's Brief
Designation of Record on Appeal
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal
Subsequent Notice of Appeal

Other Documents
Additional Attachments to Main Document
Affidavit
Amended Document (NOT motion)
Amicus Curiae Appearance
Appendix
Application for Writ
Bill of Costs
Brief (non-appeal)
Certificate
Certificate of Good Standing
Corporate Disclosure Statement
Declaration
Financial Affidavit
Financial Affidavit CJA23
Interpleader
Joint Statement
Jury Demand
Letter
Memorandum in Support
Objections
Objections to Answer to Writ
Pretrial Memorandum
(* General Proposed Orders-See below)
Proposed Case Management Order
Proposed Order of Dismissal
Proposed Pretrial Order
Redacted Document
Redaction Index
Reply
Report of Rule 26(f) Planning Meeting
Response (Non-Motion)
Response to Order to Show Cause
Satisfaction of Judgment
Sealed Document (*docket Motion for Leave to File Document under Seal in conjunction with this event, unless otherwise ordered by the Court*)
Settlement Agreement
Statement of facts
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Summary of State Court Record
Supplement
Transcript Redaction Request
Transcript Request

*Pursuant to Administrative Order No. 167 on Electronic Case Filing Practices and Procedures, Section 5.08, Proposed Orders should be included as an attachment to an electronically filed motion or other request for relief. If the Court orders that counsel submit a proposed order, it should be submitted as an attachment to a Notice of Filing.

Criminal Menu for Attorney Users-Motions and Related Filings (REVISED 6/30/2009)

Motions

Acquittal
Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appear Pro Hac Vice
Appoint Counsel
Appoint Expert
Bifurcate
Bill of Particulars
Bond
Brady Materials
Certificate of Appealability
Chance of Venue
Compel
Continue
Deferral of Prosecution
Detention
Directed Verdict
Disclosure
Discovery
Dismiss
Dismiss/Lack of Jurisdiction
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Downward Departure
Early Termination of Probation
Early Termination of Supervised Release
Enforce IRS Summons
Exclude
Expedite
Extend
Extension of Time as to Transcript Redaction Deadlines
Extension of Time to File Document
Extension of Time to File Response/Reply
Extension of Time to Indict
File Amicus Brief
File Excess Pages
Forfeiture of Property
Handwriting Exemplars
Hearing
In Limine
Inspect
Issuance of Warrant in rem
Joinder
Judgment NOV
Judicial Recommendation Against Deportation
Leave (Other)
Leave to Appeal
Leave to File Document Under Seal
Medical Exam
Medical Treatment
Miscellaneous Relief
Mistrial
Modify (Other)
Modify Conditions of Release
New Trial
Order of Competency to Stand Trial
Produce
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Quash Indictment/Information
Reconsideration
Recusal
Redact Transcript
Reduce Sentence
Reduce Sentence re Crack Cocaine Offense - 18:3582
Refund of Fees Paid Electronically
Release Bond Obligation
Release from Custody
Release of Funds
Remand
Remand to State Court
Return of Property/PostTrial
Return of Property/PreTrial
Return of Surety
Revoke
Sanctions
Seal
Seal Case
Seal Document
Service by Publication
Set Aside Forfeiture
Set Aside Judgment
Set Aside Sentence
Set Aside Verdict
Sever Counts
Sever Defendant
Show Cause
Show Cause re Revocation of Probation
Show Cause re Revocation of Supervised Release
Special Appearance
Speedy Trial
Stay
Strike
Substitute Attorney
Suppress
Take Deposition
Travel
Unseal Case
Unseal Document
Vacate
Victim Rights
Warrant
Warrant for Arrest of Property
Withdraw Document
Withdraw Plea of Guilty
Withdraw Plea of Nolo Contendere
Withdraw as Attorney
Writ
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum

Responses & Replies

Brief
Reply to Response
Response (Other)
Response in Opposition
Response to Motion

Criminal Menu for Attorney Users-Other Filings

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

Waivers
Waiver (Other)
Waiver of Counsel
Waiver of Indictment
Waiver of Interstate Agreement on Detainers
Waiver of Minimum Time to Trial
Waiver of Preliminary Examination or Hearing
Waiver of Presentence Investigation Report
Waiver of Rule 5(c)(3) Hearing
Waiver of Speedy Trial
Waiver of Trial by Jury

Service of Process
Application for Writ of Habeas Corpus ad Prosequendum
Application for Writ of Habeas Corpus ad Testificandum
Certificate of Service

Notices
Deferral of Prosecution
Nolle Prosequi
Notice for Interpreter Services
Notice (Other)
Notice of Attorney Appearance - Defendant
Notice of Attorney Appearance - USA
Notice of Intent to Request Redaction
Notice of Intent to Seek Death Penalty
Notice to Resume Prosecution

Trial Documents
Exhibit List
Proposed Jury Instructions
Proposed Jury Verdict Form
Proposed Voir Dire
Request for Special Findings of Fact
Stipulation to Jury
Trial Brief
Witness List

Appeal Documents
Appeal of Magistrate Judge Decision to District Court - Criminal Case
Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case
Defendant Brief
Defendant Reply Brief
Designation of Record on Appeal
Government Brief
Government Reply Brief
Notice of Appeal - Conditions of Release
Notice of Appeal - Final Judgment
Notice of Appeal - Interlocutory
Transcript Request - Appeal

Other Documents
Additional Attachments to Main Document
Affidavit
Affidavit - Rule 40
Bill of Particulars
Certificate of Good Standing
Consent to Inspection of PSI
Declaration
Financial Affidavit - CJA23
Information to Establish Prior Conviction
Letter
Memorandum in Support
Objection to Presentence Investigation Report
Objection to Report and Recommendation
Pretrial Memorandum
Redacted Document
Redaction Index
Refusal of Magistrate Judge Jurisdiction
Response to Order to Show Cause
Sealed Document
Sentencing Memorandum
Sentencing Position
Status Report
Transcript Redaction Request
Transcript Request
Withdrawal of Motion

APPENDIX E

Attaching Large Exhibits

INSTRUCTIONS FOR ATTACHING LARGE EXHIBITS TO DOCKET ENTRIES

Attaching large exhibits to a docket entry can be a time-consuming process. To assist you, an event has been created called: **"Additional Attachments to Main Document".** This event is available under the "Civil" > "Other Filings" docket event in ECF. This event will assist in the prevention of mistakes and upload failures.

Before we begin, here are some important facts to consider:

1. If you are scanning exhibits, make sure your scanner is set to 300 DPI. Resolutions higher than 300 DPI will only increase your file size and will not add value to the scanned image. In addition, do not use color scans unless color is important for the presentation of the document. In general, black and white is all that is needed and will provide for much smaller scanned files sizes than color or grey-scale scans. The files sizes estimated within this document are based upon black and white scans.

2. ECF will not accept a PDF document that is greater than 10 megabytes in size. A 160-page exhibit scanned at 300 DPI is about 10 megabytes in size. As a general rule, you may want to keep your file sizes at or below 9.5 megabytes to make sure you do not exceed the limit. An error will occur during the docketing process if the exhibit is larger than 10 megabytes in size. You will have to start over. Please check your file sizes before you begin docketing. In addition, because ECF will "timeout" if a file transmission takes too long, it is advisable to submit voluminous exhibit files in separate batches.

3. You can attach several exhibits to a single docket entry. The sum of the complete entry may be greater than 10 megabytes, but the individual PDF exhibit files must be 10 megabytes or less in size. The first line in Figure 1, Image 1 on the next page represents three exhibits to a docket entry. Each exhibit is 10 megabytes or less and the sum of their file sizes equals 19 megabytes. This entry will be accepted by the ECF system. The second line in Figure 2, Image 2 also contains three exhibits and the sum of their file sizes equals 19 megabytes, but this entry will be rejected because the file size of exhibit 2 is greater than 10 megabytes.

Figure 1, Image 1 (ECF WILL ACCEPT!)

Exhibit 1	Exhibit 2	Exhibit 3
8 Megabytes	5 Megabytes	6 Megabytes = 19 Megabytes

Figure 2, Image 2 (ECF WILL NOT ACCEPT!)

Exhibit 1	Exhibit 2	Exhibit 3
6 Megabytes	11 Megabytes (**Too Big**)	2 Megabytes = 19 Megabytes

EXAMPLE:

Assume for this example that you need to file a **Memorandum in Support of the Motion for Summary Judgment** with the following exhibits:

1. Exhibit 1 - Police Report dated 2/2/05, Pages 1-20
2. Exhibit 2 - Excerpts from Deposition, Pages 1 & 7
3. Exhibit 3 - Graphs (480 pages)
4. Exhibit 4 - Population Index from USPW 2005 (240 pages)
5. Exhibit 5 - Deposition from Witness (20 pages)
6. Exhibit 6 - Excerpts from Deposition, Pages 2 & 6

If all of your exhibits are small, you could docket the **Memorandum in Support of the Motion for Summary Judgment** and attach all 6 exhibits. However, since some of the exhibits in the above list would exceed the file size limitation of 10 megabytes, for this example you will need to do some advanced planning on how to best submit all of your exhibits. Note that based upon the average of 160 scanned pages equaling 10 megabytes, exhibit 3 would scan to a file of approximately 30 megabytes in size. Exhibit 4 would scan to a file approximately 20 megabytes in size. The ECF system would reject both files as too large. It therefore will be necessary to split these two exhibits into separate files of less than 10 megabytes in size. In addition, because ECF will "timeout" if a file transmission takes too long, it would be advisable to submit the exhibit files in separate batches.

The first batch of exhibits are submitted in the same docketing event as the **Memorandum in Support of the Motion for Summary Judgment.** The second batch of exhibits are submitted immediately following the submission of the **Memorandum in Support of the Motion for Summary Judgment** using the **"Additional Attachments to Main Document"** event.

The exhibits can be successfully filed by breaking them up as follows. Log in to ECF and first docket your **Memorandum in Support of the Motion for Summary Judgment.** When docketing the memorandum, you will see a button asking you whether there are attachments. Click on the button to indicate that there are attachments. Once you have browsed to the PDF file containing the memorandum and have selected it, you will next be prompted to browse to the first attachment. In this case, the first attachment is Exhibit 1 in its entirety since the file size is less than 10 megabytes based upon the 160 scanned pages formula. Browse to and add Exhibit 1 to your filing. Next, browse to and add Exhibit 2 to your filing. Since Exhibit 3 would have created too large a file, it was broken up and scanned into four 120 page PDF files. The next attachment you will add will be the first of those 4 pdf files.

When you add these sections, make sure to use the text field in ECF to describe them. For example, under "Type", select "Exhibit". Using the short text field available next to the "Type" description feature, enter "3 - Graphs, pp. 1-160" as indicated below. Repeat that procedure until you have completed uploading all parts of Exhibit 3. In our example, we have decided to limit the first submission of the memorandum and exhibits to include all parts through Exhibit 3. We did this to avoid the "timeout" described above. At this point, we will not add any further attachments but will instead proceed to complete the filing of the **Memorandum in Support of the Motion for Summary Judgment** through the committing of the transaction screen and the generation of the **Notice of Electronic Filing**. Once that has been done, the remaining exhibits are submitted by going back to the **"Civil"** menu option, selecting **"Other Documents"** from under the **"Other Filings"** section, and then choosing the **"Additional Attachments to Main Document"** event from the drop-down list.

This is how it works:

1. Return to the **"Civil"** menu option in ECF. Select the **"Other Documents"** option and choose the **"Additional Attachments to Main Document"** event. You will need to submit a main document that provides a short description of the exhibits. An example is attached to this reference as Attachment "A". This document need not be complex, just include the case caption and a description of the exhibits to be filed with it. Browse for this document as you browsed for the Memorandum in Support of the Motion for Summary Judgment in the earlier example and select it. Then click the "Yes" button to indicate that there will be attachments. Then continue to add your individual attachments as you did before. In this example, we will add the PDF files that were created after scanning Exhibit 4, Exhibit 5 and Exhibit 6 as indicated below.
    a. Exhibit 4 - Population Index from USPW 2005 (browse for exhibit 4, pp. 1-120)
    b. Exhibit 4 - Population Index from USPW 2005 (browse for exhibit 4, pp. 121-240)
    c. Exhibit 5 - Deposition from Witness Joe Shmoe taken 1/1/03 (browse for exhibit 5)
    d. Exhibit 6 - Excerpts from Deposition of Cindy Windy taken 1/10/03, Pages 2 & 6 (browse for exhibit 6)

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE
NASHVILLE DIVISION

Keith Throckmorton	)	
	)	
v.	)	3:04-0001
	)	Judge Campbell
	)	
Ann Frantz	)	

INDEX

ADDITIONAL ATTACHMENTS TO MEMORANDUM IN SUPPORT OF THE MOTION FOR SUMMARY JUDGMENT

Exhibit 4 - Population Index from USPW 2005, pp. 1-120
Exhibit 4 - Population Index from USPW 2005, pp. 121-240
Exhibit 5 - Deposition from Witness Joe Shmoe taken 1/1/03
Exhibit 6 - Excerpts from Deposition of Cindy Windy taken 1/10/03, Pages 2 & 6

s/ John Smith
John Smith, BPR #111111
Smith & Smith
101 E 1st Street, Suite 200
Nashville, TN 37222
(615) 555-5555

Certificate of Service

ATTACHMENT A

APPENDIX F

Cross-Document Hyperlinks

F. Cross-Document Hyperlinks

CM/ECF users now can file a document that includes a hyperlink to a previously filed document(s) in the same case or another case that resides on the CM/ECF system where the filing is being entered, or on any other court's CM/ECF system.

Details about the new functionality:

- The hyperlink, as set by the filer, may link to the start of the document or to a specific page in the document.
- A filer can file a document that includes a hyperlink to a document that is being filed simultaneously (in the same docketing transaction) with the primary document (e.g., a Memo in Support of Summary Judgment may have hyperlinks to the attached documents that are part of the same docketing transaction).
- Immediately after a document is filed in CM/ECF, that document will be available to be linked as a hyperlink in a subsequently filed document.
- A user cannot access a hyperlink to a restricted document unless the user has appropriate permissions.

General assumptions about cross-document hyperlink usage:

- Any document that includes a hyperlink must also include a description of the standard citation to the hyperlinked material. The hyperlink is a convenience, not a citation replacement.
- The changes for Release 3.1 only pertain to hyperlinks to CM/ECF documents; the ability to file documents with hyperlinks to any external URL (e.g., Westlaw, Lexis) are not affected by the new cross-document hyperlink functionality.
- The CM/ECF application will not verify the validity of URLs included as hyperlinks within documents filed in CM/ECF.
- This functionality has been tested and works properly with Corel WordPerfect 11 or higher and Microsoft Word 2002 or higher. Hyperlinks added to documents created in other word processing programs may not function properly once the documents are converted to PDF format.

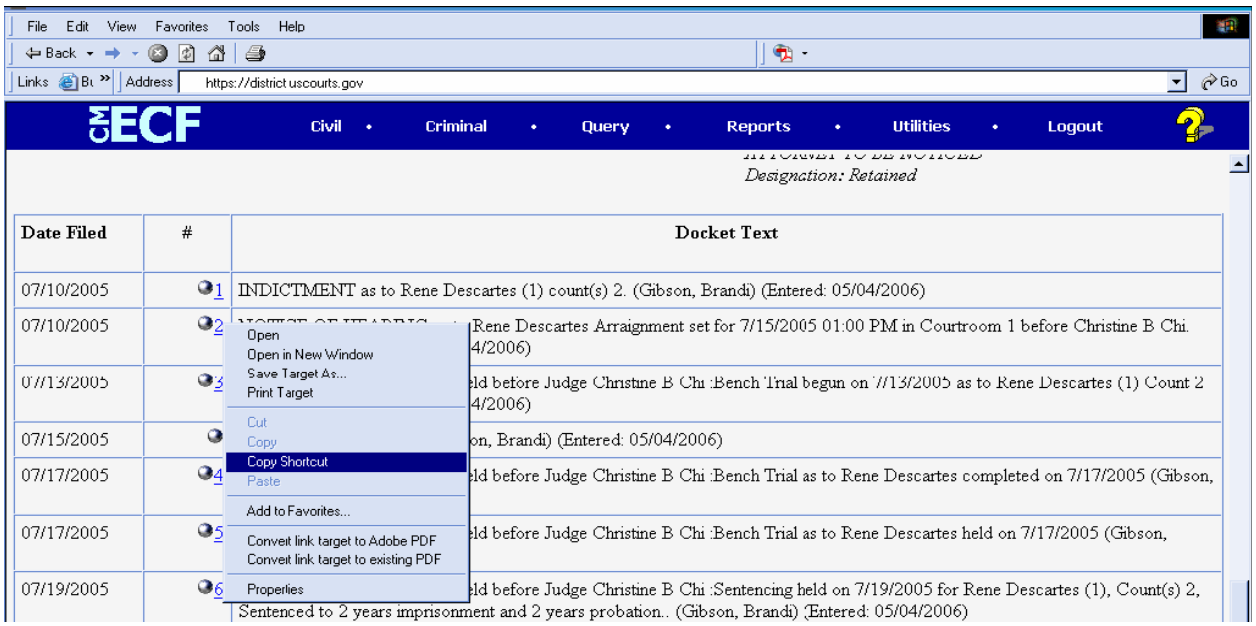
F-1. Creating Hyperlinks to Documents Already in CM/ECF

To create a link between a document being filed in CM/ECF and a document that already exists in CM/ECF, follow the steps in Section F-1(a) (for Corel WordPerfect) or Section F-1(b) (for Microsoft Word).

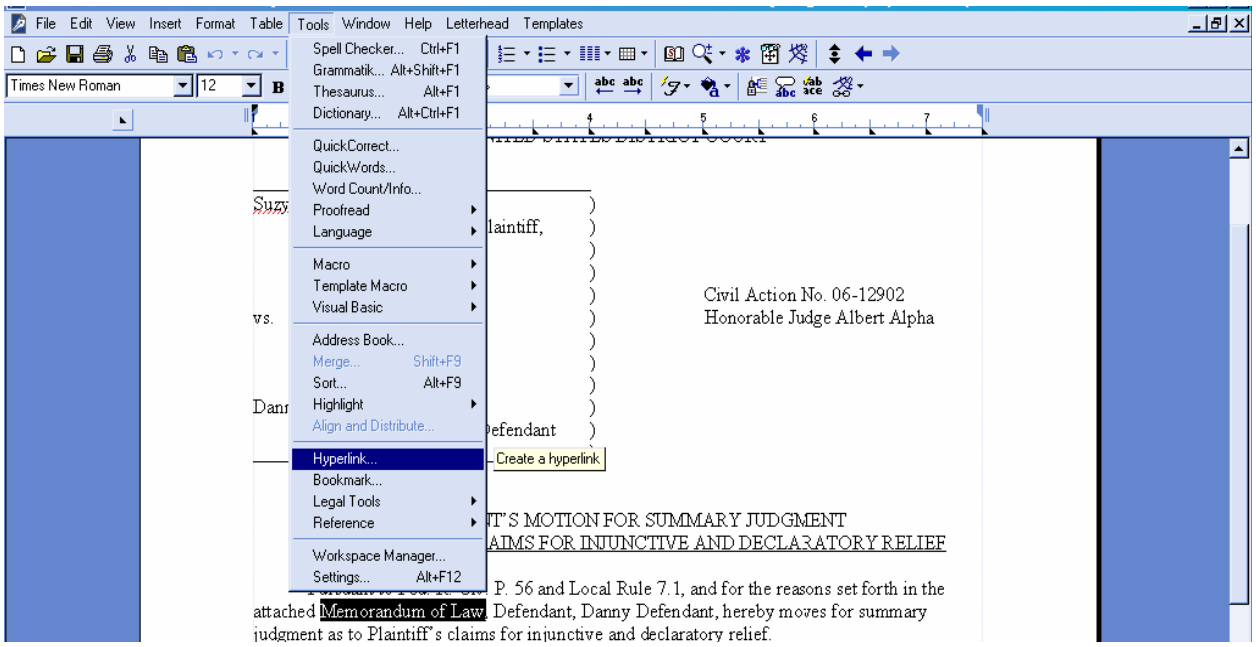
NOTE: Users should not copy hyperlinks from NEFs. The document hyperlinks in NEFs contain special information that allows them to provide one "free look" to qualified recipients of the NEF. Instead of copying hyperlinks in NEFs, users should run a report in CM/ECF, such as the Docket Report, and copy the document number hyperlink from the report. See below for more information on this process.

F-1(a). Using WordPerfect to Create Hyperlinks to Existing CM/ECF Documents

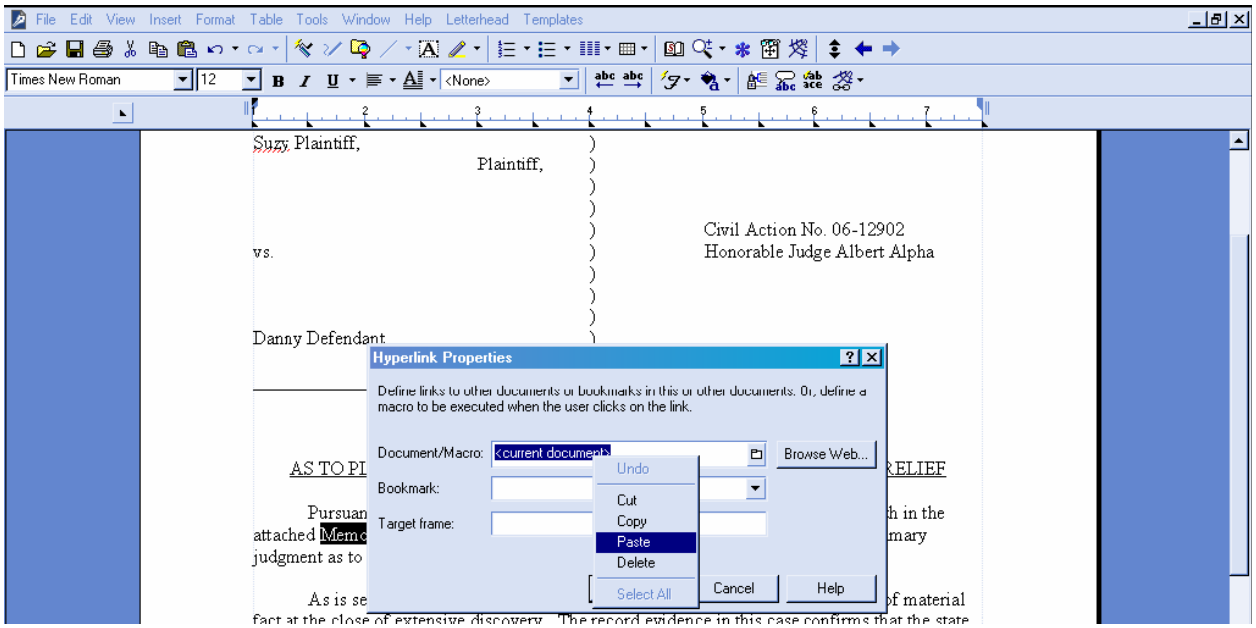
1. Access CM/ECF and run the docket report for the case that contains the document you want to link to.
2. Locate the document among the docket entries.
3. Copy the URL of the document to the clipboard. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer/Netscape) or **Copy Link Location** (Firefox) from the selection list. (**Note:** The document link displays after the filed date and is represented by a number with an underscore, e.g. **2**).



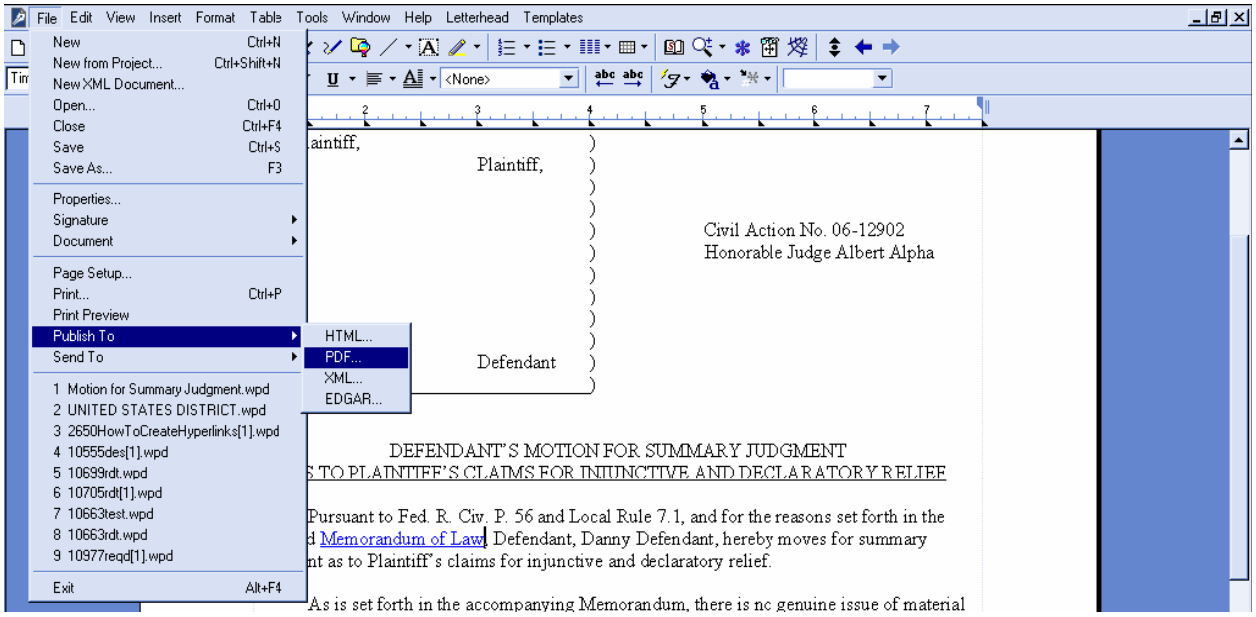
4. In WordPerfect, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.
5. Click **Tools** on the toolbar and select **Hyperlink** from the dropdown selection list.



6. The Hyperlink Properties window opens. Paste the URL into the *Document/Macro* field (by clicking the right mouse button and selecting **Paste** or by using the **Ctrl** + **V** command). (See the screen below.) You can append to the URL a citation to a specific page number within the document, if necessary. To do this, enter **?page=<page number>** at the end of the URL, for example, https://usdc.uscourts.gov/doc1/00103032?incHeader=y**?page=23**. Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.



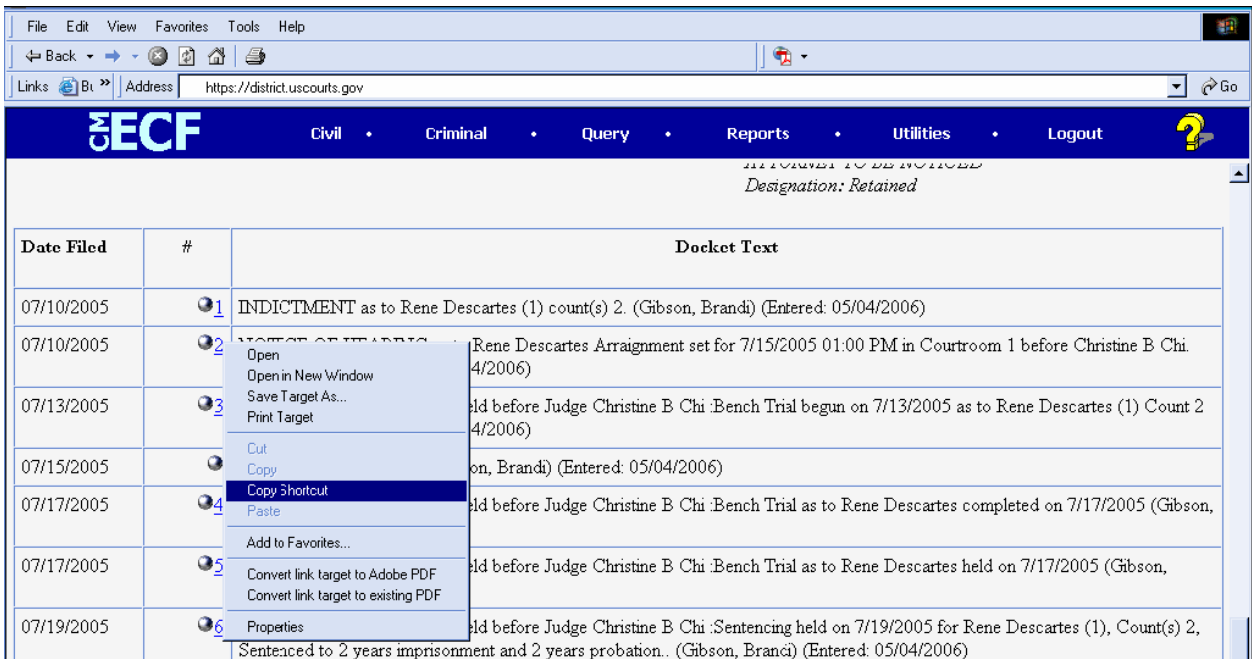
7. Save the word processing document.
8. To convert the WordPerfect document to PDF format, click **File** on the toolbar, select **Publish to** and then **PDF...** from the dropdown selection list or **Publish to PDF** (the selection depends of the version of WordPerfect you are using). Navigate, if necessary, and store the PDF document in a local directory. **Do not print a WordPerfect document to Adobe PDF Writer. You must use *Publish to PDF* if the document contains a hyperlink.** Printing to PDF is permitted if the document does not contain hyperlinks.



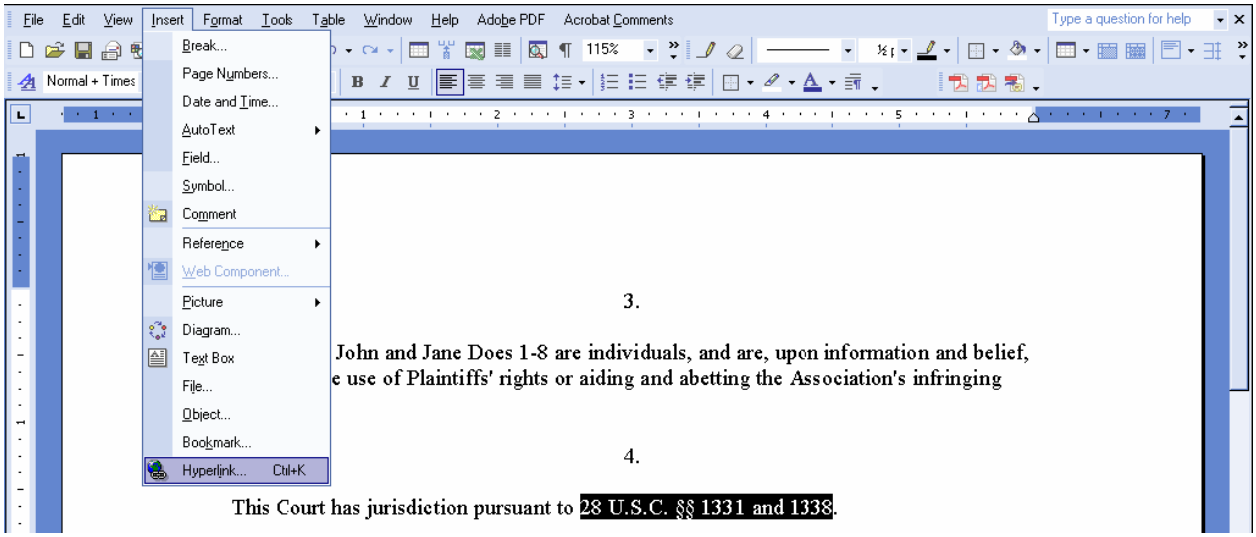
9. Docket an event in CM/ECF and add the PDF to the docket entry as usual.

F-1(b). Using Microsoft Word to Create Hyperlinks to Existing CM/ECF Documents

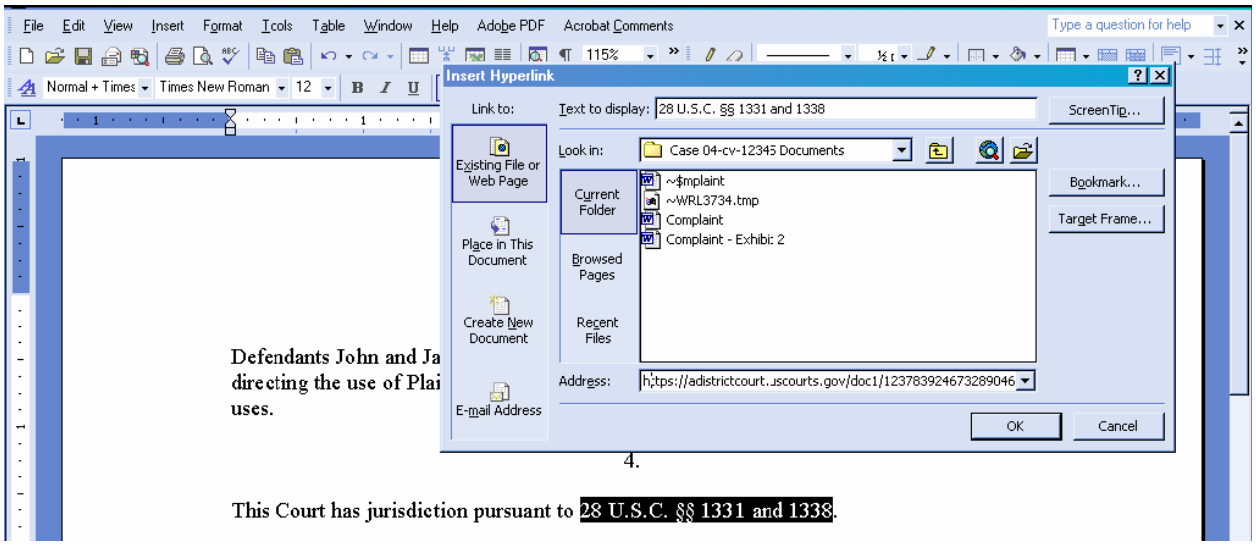
1. Access CM/ECF and run the docket report for the case that contains the document you want to link to.
2. Locate the document among the docket entries.
3. Copy the URL of the document to the clipbord. To do this, hover over the document link and click the right mouse button. Select **Copy Shortcut** (Internet Explorer/Netscape) or **Copy Link Location** (Firefox) from the selection list. (**Note:** The document link displays after the filed date and is represented by a number with an underscore, e.g. **2**).



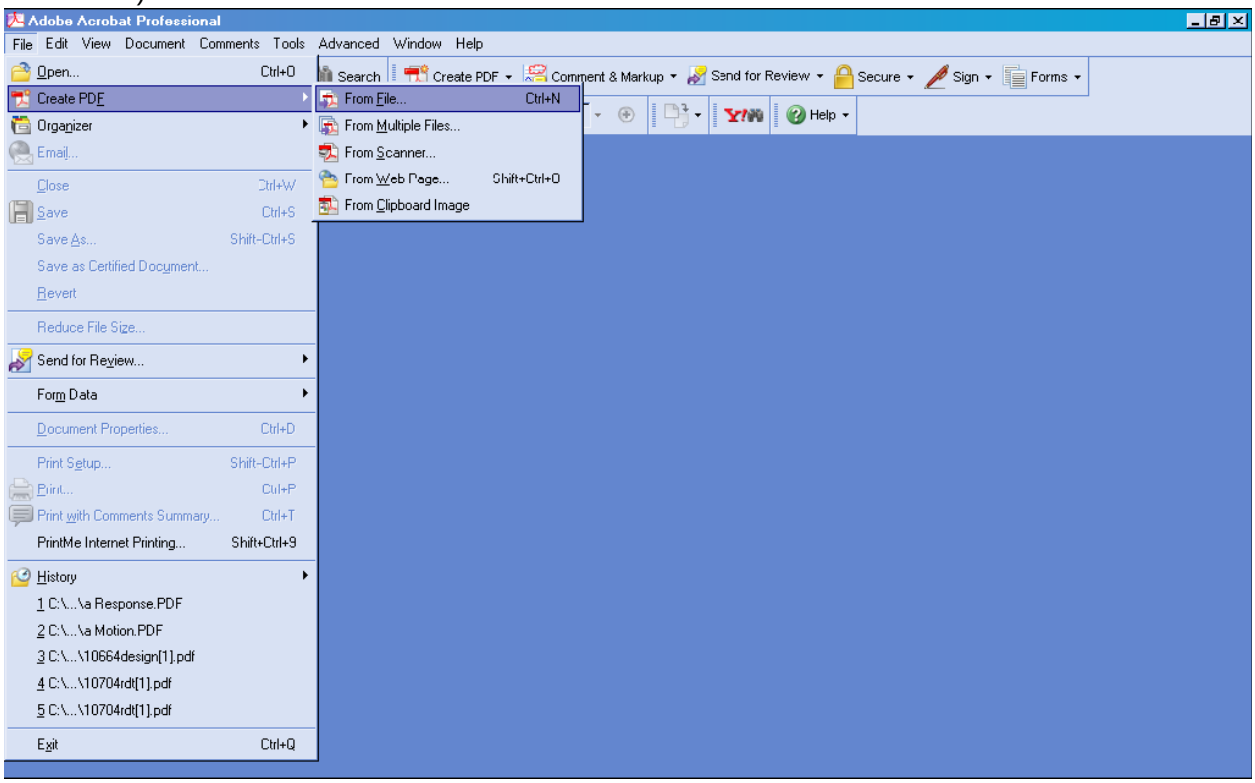
4. In Microsoft Word, open the document you want to add the hyperlink to. In the document, highlight the citation text for which you wish to create the hyperlink.
5. Click **Insert** on the toolbar and select **Hyperlink** from the dropdown selection list.



6. The **Insert Hyperlink** window opens. Paste the URL into the *Address* field (by clicking the right mouse button and selecting **Paste**, or by using the **Ctrl** + **V** command). The URL of the CM/ECF document is pasted (displays) in the address field. You can append to the URL a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>** at the end of the URL, for example, https://ap10-dev-cn.td.ocads.ao.dcn/doc1/00103032?incHeader=y**?page=23**. Click the **OK** button and the dialog box will close. The hyperlink text now is underlined indicating a hyperlink has been created.



7. Save and close the word processing document.
8. **To convert the Word document to PDF format, the Adobe Acrobat application must be used.** There are a number of ways to convert a Word document; the following illustrates conversion from within Adobe Acrobat. (**Note:** If the document is open when the next step is executed an error message is returned. The Word file must be closed before converting it to PDF.)



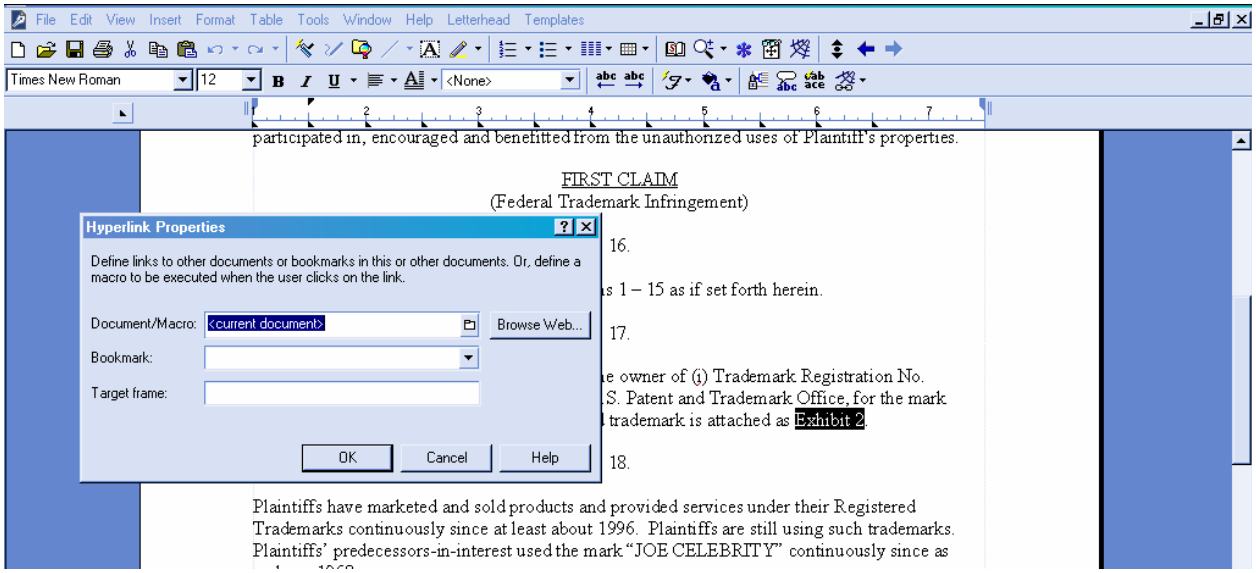
9. Open the Adobe Acrobat application. Click on **File** in the toolbar and select **Create PDF** and then **From File....**
10. A navigation window opens. Navigate, if necessary, to the directory/folder where the Word document is stored. Select the document and click the **Open** button.
11. A series of windows open as the document is converted. When the conversion is completed, the document is displayed in an Adobe Acrobat window. (**Note:** The hyperlink is converted automatically.)
12. Close the Adobe file. Respond **Yes** to the save changes message and store the PDF document in the appropriate directory/file.
13. Docket an event in CM/ECF and upload the PDF file to the docket entry as usual.

F-2. Creating Hyperlinks between Documents Filed in the Same Event

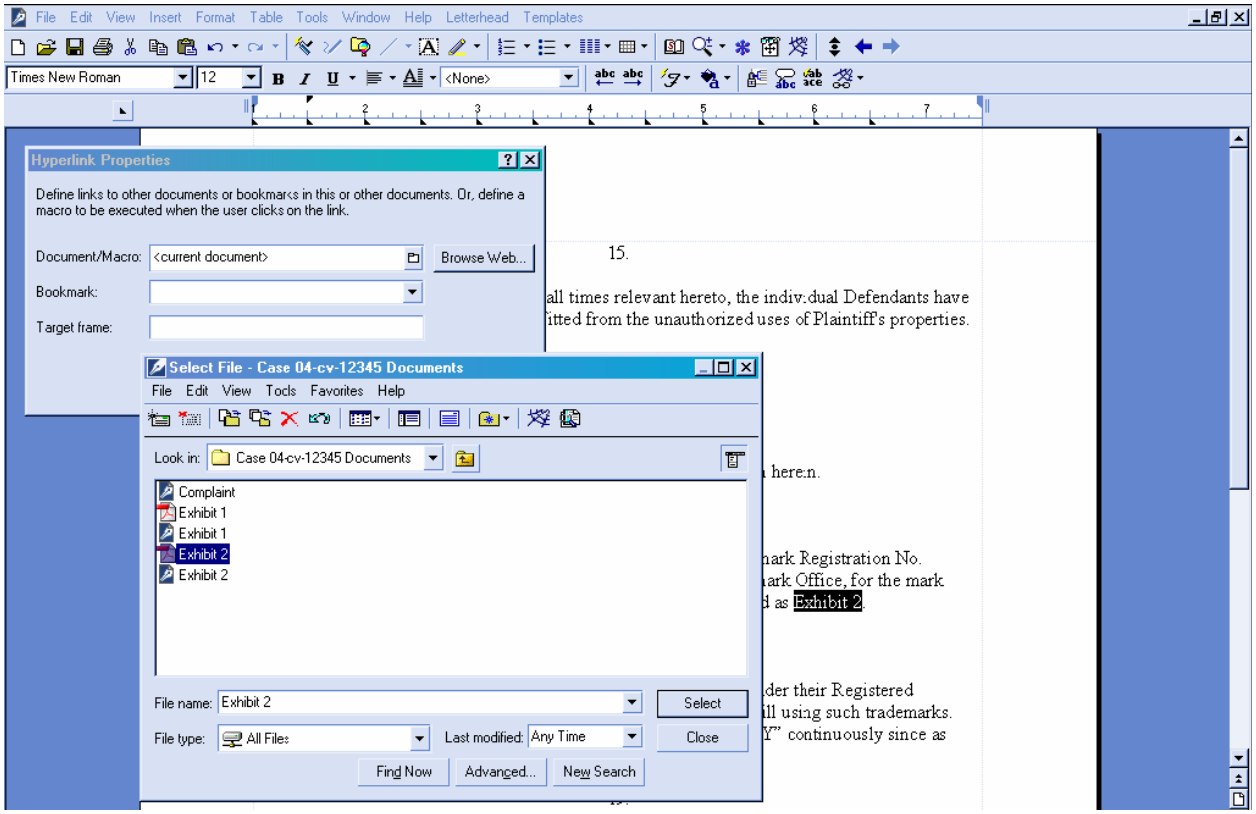
It is possible to link two or more documents to be filed in the same event (e.g., create a hyperlink in the main document to an attachment) even when those documents were not filed previously in CM/ECF. To link documents being filed in the same docket event, follow the instructions in Section F-2(a) (for Corel Word Perfect) or Section F-2(b) (for Microsoft Word).

F-2(a). Using WordPerfect to Create Hyperlinks between Documents Filed in the Same Event

1. Create the secondary WordPerfect document(s) (i.e., the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF. See Step 8 in Section F-1(a) above.
2. Create/open the main document (i.e., the document that will have the hyperlink to the secondary document).
3. Select the text in the main document that will be displayed as the hyperlink. Click **Tools** on the toolbar and select **Hyperlink** from the dropdown selection list. The Hyperlink Properties box is displayed.



4. Click the *Folder* icon next to the *Document/Macro* field.
5. Navigate to the folder in which the secondary document you wish to link to is located (i.e., the local path name). Highlight the file and click the **Select** button. (**Note**: The file selected as the link must be in **.pdf** format.)

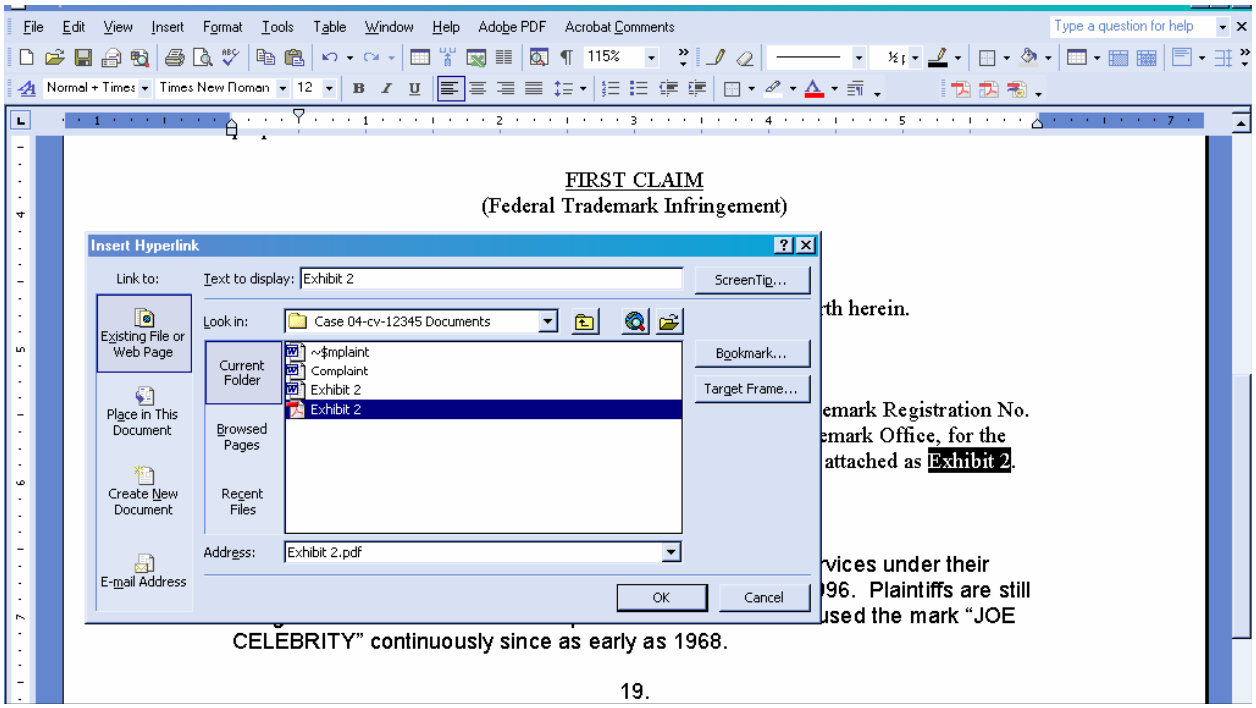


6. You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter **?page=<page number>**, e.g., Exhibit 2.pdf**?page=23**.
7. Click **OK** in the Hyperlink Properties box. The hyperlink text will be underlined.
8. Save the main WordPerfect document. Publish the document to PDF. (See Step 8 in Section F-1(b) above.)
9. Docket an event in CM/ECF and upload the main document and attachments as usual.

F-2(b). Using Microsoft Word to Create Hyperlinks between Documents Filed in the Same Event

1. Create the secondary Word document(s) (i.e., the attachment) to which the main document will be linked. Publish the secondary document(s) to PDF. See Steps 8-12 in Section F-1(b) above.
2. Create/open the main document (i.e., the document that will have the hyperlink to the secondary document).
3. Select the text in the main document that will be displayed as the hyperlink. Click **Insert** on the toolbar and select **Hyperlink** from the dropdown selection list.

4. Navigate to the folder in which the secondary document you wish to link to is located. Highlight the file and click the **OK** button. (**Note:** The file selected as the link must be in PDF format.)



5. The name of the selected file displays in the *Address* field. You can append to the file name a citation to a specific page number within the document, if desired. To do this, enter ?page=<page number>, e.g., Exhibit 2.pdf**?page=23**.
6. Click the **OK** button and the dialog box will close. The hyperlink text will be underlined.
7. Save the Word document. Publish the document to PDF using Adobe Acrobat.
8. Docket an event in CM/ECF and upload the main document and attachments as usual.

F-3. Accessing Documents via Hyperlinks in Other Documents

Accessing documents via a cross-document hyperlink works the same as when documents are accessed via a document number hyperlink in a report or query. If the user clicks on a hyperlink to a CM/ECF document but has not logged in to a CM/ECF server, a PACER login screen is presented before the document can be displayed. Once the user has logged into a CM/ECF server as a PACER user, this login ID will provide access to documents on other CM/ECF servers for the duration of the browser session or until the user logs out of the CM/ECF application. The billing receipt and confirmation will be displayed to users logged in with a PACER account before the document can be displayed

If a document is restricted for any reason, the user must log in to the server on which the document resides with an attorney login ID and have the appropriate access rights to the document. If a hyperlink to a restricted document is created in a document stored on another server, the hyperlink will not access the document from the other server. If the user does not have access rights to a document, or a document cannot be found, an applicable message will be displayed.

F-4. PACER Billing Scenarios for Attorneys

When a PACER user accesses a document for the first time via the Notice of Electronic Filing, he/she will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document will incur a fee. When a PACER user accesses a document after the first look, or accesses it from a docket sheet, he/she will be charged for the original document and any documents displayed when using a hyperlink. If documents filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves. The following note was added to the document submenu: **"To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You will incur a PACER fee to view CM/ECF documents from hyperlinks within the documents."** If a PACER user does not have his/her PACER login already linked to his/her ECF login, he/she will be prompted for the PACER login for the first document he/she tries to view.

APPENDIX G

Notice of Electronic Transcript Availability

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE

NOTICE TO MEMBERS OF THE BAR

ELECTRONIC AVAILABILITY OF TRANSCRIPTS OF COURT PROCEEDINGS

Effective May 5, 2008

At its September 2007 session, the Judicial Conference approved a new policy regarding the availability of transcripts of court proceedings. Pursuant to this policy, electronic transcripts, once ordered and produced by the Court Reporter/Transcriber, will be e-filed and available for viewing at the Clerk's Office public terminal, but may NOT be copied or reproduced by the Clerk's Office for a period of 90 days. If there are no redactions to be made, the restrictions will be removed after the 90-day period. The transcript will then be available remotely to view, download or print a copy from PACER at $.08 cents per page or from the Clerk's Office public terminal at a rate of $.10 cents per page. During the initial 90 days after the transcript is e-filed, individuals wishing to purchase a copy of a transcript - in either paper or electronic form - must do so through the Court Reporter/Transcriber. Once an attorney on the case has purchased a transcript, the Court Reporter/Transcriber will notify the Clerk's Office so the attorney will be given access to the transcript through the court's ECF system.

The policy applies to all transcripts of proceedings or parts of proceedings ordered on or after May 5, 2008, regardless of when the proceedings occurred. The policy establishes a procedure for counsel to request the redaction from the transcript of specific personal data identifiers before the transcript is made electronically available to the general public.

Counsel are strongly urged to share this Notice with all clients so that an informed decision about the inclusion of certain materials may be made. The responsibility for redacting personal identifiers rests solely with counsel and the parties. The Clerk and Court Reporter/Transcriber will not review each transcript for compliance with this policy.

Whenever an official transcript of a proceeding has been filed by the Official Court Reporter, Contract Court Reporter or Transcriber, a Notice of Electronic Filing will be served on all parties in the case. A party must file a Notice of Intent to Request Transcript Redaction within seven (7) calendar days of the filing of the official transcript (in ECF, this event is located under ***Other Documents, Notices***). If redaction is requested, within 21 calendar days from the e-filing of the transcript with the Clerk, or longer by order of the Court, the parties must e-file with the Court a Transcript Redaction Request indicating where the personal identifiers appear in the transcript by page and line and how they are to be redacted (in ECF, this event is located under ***Other Documents, Other Filings***). Access to this document will be restricted to the Court and the

attorneys of record in the case. For example, if a party wanted to redact the Social Security number 123-45-6789 appearing on page 12, line 9 of the transcript, the Transcript Redaction Request would read: "Redact the Social Security number on page 12, line 9 to read xxx-xx-6789." A party is only responsible for reviewing and indicating the redactions in the testimony of the witnesses it called and its own statements (e.g., opening statements, closing arguments), statements of the party, and any transcript of the sentencing proceeding. The Court Reporter/Transcriber must, within 31 calendar days of the delivery of the transcript to the Clerk of Court, or longer by order of the Court, perform the requested redactions and file a redacted version of the transcript with the Clerk of Court.

Only the following personal identifiers listed by the Judicial Conference in its policy on the Electronic Availability of Transcripts may be redacted:

1. Minors' names to the minors' initials;
2. Financial account numbers to the last four digits;
3. Social Security Numbers to the last four digits;
4. Dates of birth to the year;
5. Home addresses to the city and state (applicable in criminal cases only)

If a party wants to redact other information, that party must move the Court for further redaction by separate motion served on all parties and the Court Reporter/Transcriber within the 21-day period. The transcript will not be electronically available until the Court has ruled on any such motion even though the 90-day restriction period may have ended. The Court Reporter/Transcriber must, within 31 calendar days of the delivery of the transcript to the Clerk of Court, or longer by order of the Court, perform the requested redactions and file a redacted version of the transcript with the Clerk of Court.

APPENDIX H

Privacy Notice

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF TENNESSEE

NOTICE REGARDING PRIVACY AND PUBLIC ACCESS TO ELECTRONIC CASE FILES

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 following personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically:[1]

1) Social Security numbers (civil & criminal cases). 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 (civil & criminal cases). If the involvement of a minor child must be mentioned, only the initials of that child should be used.
3) Dates of birth (civil & criminal cases). If an individual's date of birth must be included in a pleading, only the year should be used.
4) Financial account numbers (civil & criminal cases). If financial account numbers are relevant, only the last four digits of these numbers should be used.
5) Home addresses (criminal cases). If a home address must be included, only the city and state should be listed.

In compliance with the E-Government Act of 2002, a party wanting 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.

In the event anything above conflicts with the Local Rules, the Local Rules shall control.
For complete information on current judicial branch privacy, see the U.S. Courts website at:

http://www.privacy.uscourts.gov/

[1] This redaction requirement does not extend to documents exempted from redaction under Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1.

APPENDIX I

Credit Card Instructions

INSTRUCTIONS FOR PAYING FEES ON-LINE WITH A CREDIT CARD

Attorneys have the option of paying certain fees on-line with a credit card. The fees which may be paid on-line are:

1. Filing fee for a notice of appeal, subsequent notice of appeal, notice of cross appeal, and notice of interlocutory appeal.

2. Fee for admission pro hac vice.

When you are docketing one of the appeal events listed above, you will be prompted to answer a series of questions. If you answer Y to any of the questions, you will not have the option of paying on-line. If you answer N and click Next, you will be taken to the Pay.gov website.

Appeal Documents

3:08-cv-00001 Smith v. Smith

APPEAL

Do you have in forma pauperis status for this appeal Y/N?

or

Are you requesting in forma pauperis status for this appeal Y/N?

or

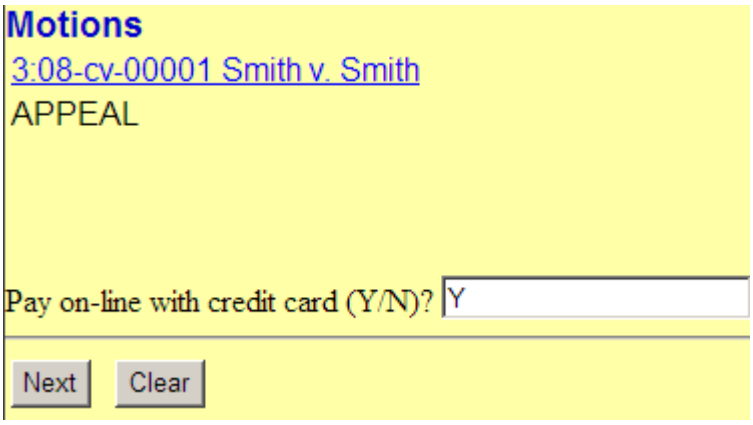
Are you filing this appeal on behalf of the USA Y/N?

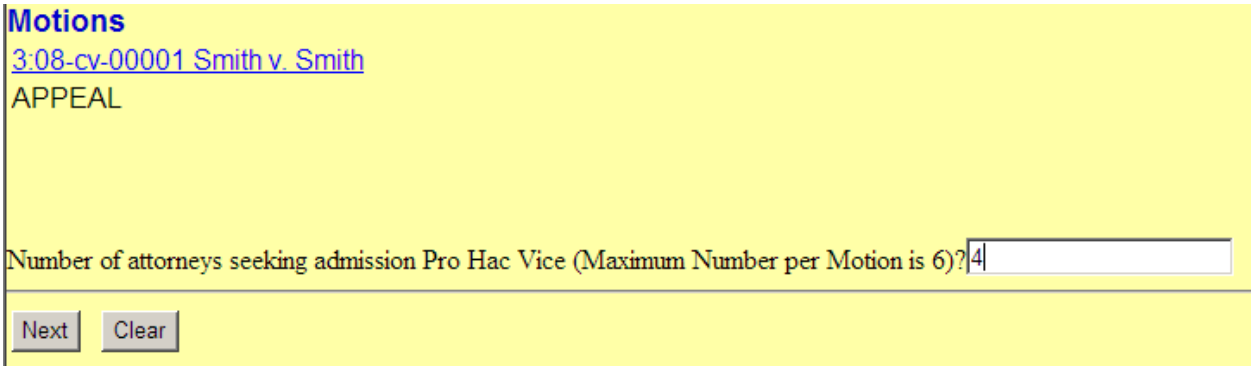
or

Will you be paying the fee by any method other than credit card Y/N?

Next Clear

When docketing a motion to appear pro hac vice, you will be prompted to answer whether you are paying on-line with a credit card. If you answer Y, you must enter the number of attorneys seeking admission pro hac vice (maximum is 6) and you will be taken to the Pay.gov website. If you answer N, you will not have the option of paying on-line. Payment should be promptly remitted to the Court by hand-delivery or mail with a copy of the filed motion.





Once you reach the Pay.gov website, it is strongly recommended that you NOT click the Back button on your browser. Pay.gov accepts Visa, MasterCard, American Express, Diner's Club, and Discover. When the initial Pay.gov screen appears, the name and address of the attorney whose login is being used in the CM/ECF system will automatically be imported into the billing address fields. If you are using a firm credit card or one with a different name and/or billing address, you will need to change that information. Select the type of credit card you are using. Enter the credit card number, security code, and expiration date. Then click on Continue with Plastic Card Payment (see figure below).

Online Payment Return to your originating application

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

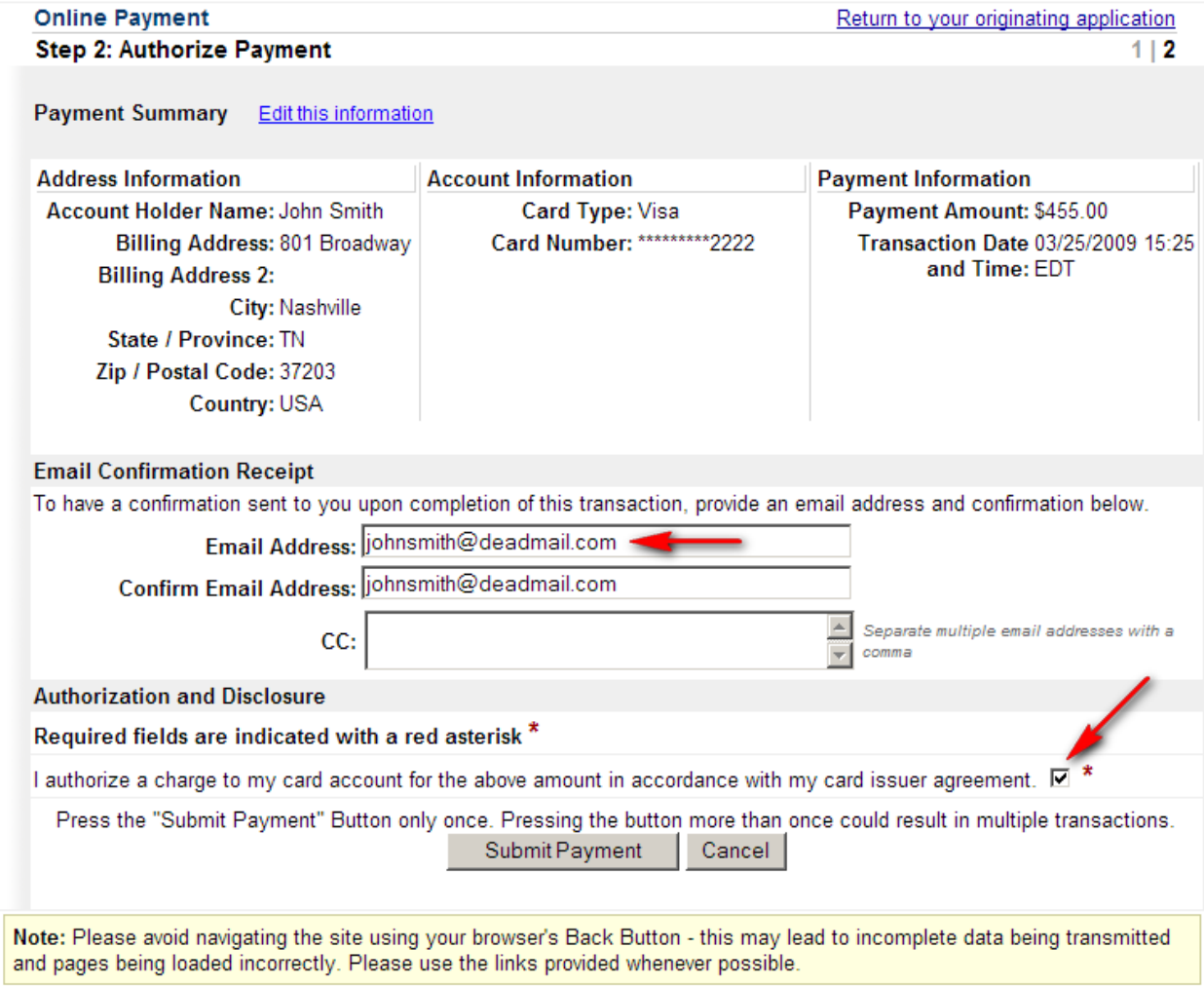
Account Holder Name: John Smith *
Payment Amount: $455.00
Billing Address: 801 Broadway *
Billing Address 2:
City: Nashville
State / Province: Tennessee - TN
Zip / Postal Code: 37203
Country: United States *
Card Type: * VISA MasterCard AMEX Diners Club International DISCOVER
Card Number: * *(Card number value should not contain spaces or dashes)*
Security Code: * Help finding your security code
Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment | Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Regardless of which type of payment you choose, a payment summary screen will appear which allows you to enter an email address where confirmation of the transaction may be sent (see figure below). It is ***strongly*** recommended that you enter an email address. In order for the transaction to go through, you **must** click on the box next to the sentence "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." Then click on Submit Payment. Once the transaction is processed, you will be taken back to the CM/ECF site to complete the filing of your document.



Online Payment Return to your originating application

Step 2: Authorize Payment 1 | 2

Payment Summary Edit this information

Address Information	Account Information	Payment Information
Account Holder Name: John Smith	**Card Type:** Visa	**Payment Amount:** $455.00
Billing Address: 801 Broadway	**Card Number:** *********2222	**Transaction Date and Time:** 03/25/2009 15:25 EDT
Billing Address 2:		
City: Nashville		
State / Province: TN		
Zip / Postal Code: 37203		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address: johnsmith@deadmail.com

Confirm Email Address: johnsmith@deadmail.com

CC: *Separate multiple email addresses with a comma*

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☑ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Submit Payment | Cancel

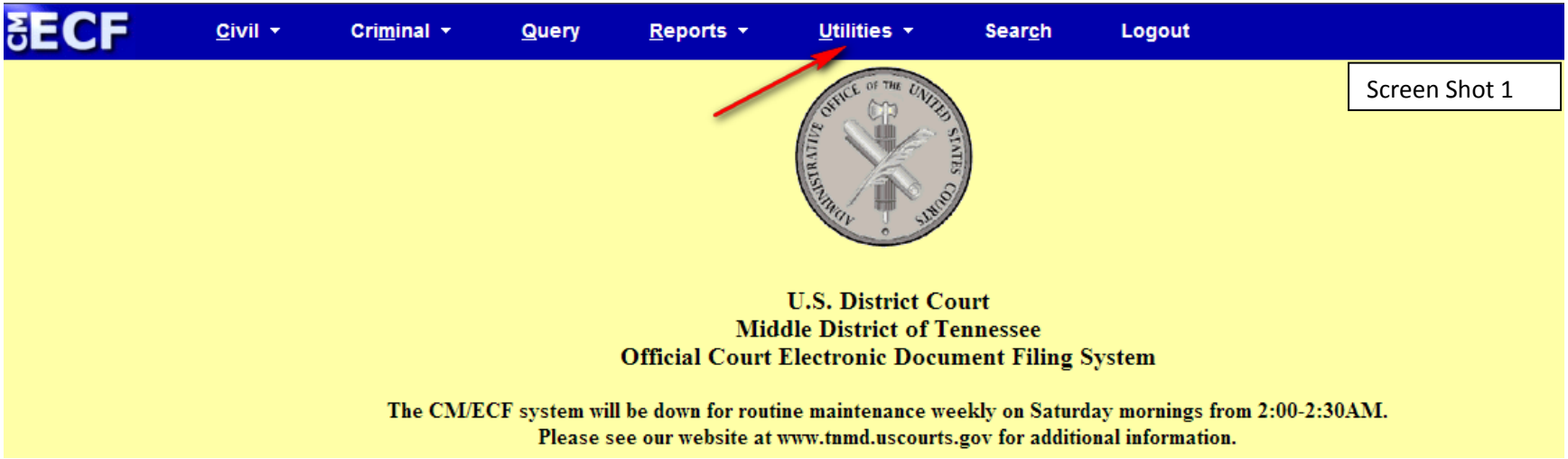
Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

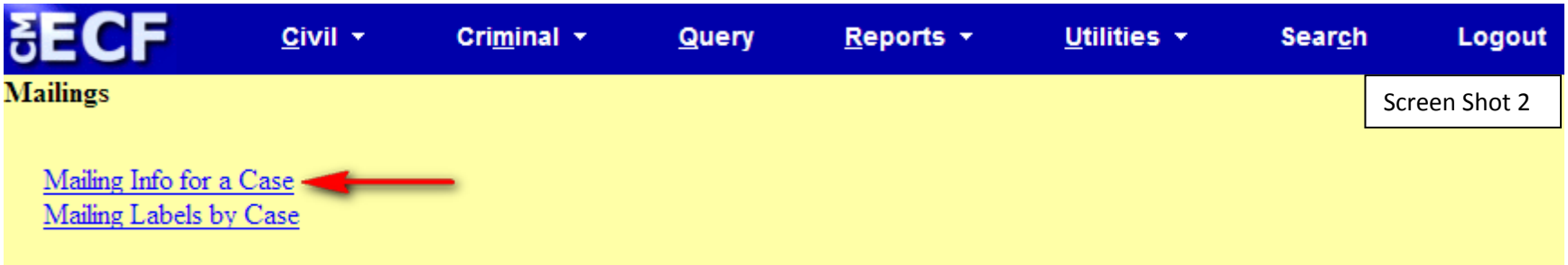
Once you are returned to the CM/ECF site, the Pay.gov transaction has been completed and your credit card will be billed regardless of whether you finish filing your document. If for any reason you are unable to complete the filing of the document once the Pay.gov transaction has been completed and you have to start the filing process over, you will be charged a second fee. To have the first credit card charge refunded, the credit card holder must submit a signed letter to the Clerk of Court, United States District Court, 801 Broadway, Room 800, Nashville, TN 37203. You must include the billing address for the credit card, the credit card number, the expiration date, the Agency Tracking ID and Pay.gov Tracking ID from the confirmation email you received as well as the date of the transaction and the name of the attorney whose CM/ECF login and password were used.

APPENDIX J

Constructing the Certificate of Service

Constructing Your Certificate of Service





CM ECF | Civil | Criminal | Query | Reports | Utilities | Search | Logout

Mailing Information for a Case

Screen Shot 3

Enter the case number to view the recipient list.

Case Number: 3:05-cv-10

1. Enter Case Number

Submit Clear

2. Click Submit

CM ECF | Civil | Criminal | Query | Reports | Utilities | Search | Logout

Mailing Information for a Case 3:05-cv-00010

Screen Shot 4

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- **Janice Marie Cantrell**
  deadmail@tnmd.uscourts.gov
- **David Joseph Lawson**
  deadmail@tnmd.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

```
Joe Shmoe
222 Music Row West
Suite 9
Nashville, TN 37203
```

CM ECF | Civil | Criminal | Query | Reports | Utilities | Search | Logout

Mailings

Screen Shot 5

Mailing Info for a Case
Mailing Labels by Case

To obtain mailing address, click Mailing Labels by Case

CM ECF | Civil | Criminal | Query | Reports | Utilities | Search | Logout

Mailing Labels by Case

Screen Shot 6

Case number 3:05-cv-10

Insert Case Number, Mark box for All, Click Next

☑ **All** *Select ALL participants for case*

OR

Select any combination of the following

Participants
Amicus
Appellant

☐ **Judges**

☐ **Attorneys**

Print format
1 column
2 columns
3 columns

Next | Clear

CM ECF Civil Criminal Query Reports Utilities Search Logout

Search Results

Screen Shot 7

Janice Marie Cantrell
Cantrell & Associates
200 Fifth Avenue, N
Suite 500
Nashville, TN 37203

David Joseph Lawson
Lawson & Associates
400 2nd Avenue, N
Nashville, TN 37219

Joe Shmoe
222 Music Row West
Suite 9
Nashville, TN 37203

Screen Shot 8

SAMPLE Certificate of Service

The undersigned hereby certifies that a copy of the Motion to Dismiss has been served via the Court's electronic case filing system to:

Janice Marie Cantrell
Cantrell & Associates
200 Fifth Avenue, N
Suite 500
Nashville, TN 37203

David Joseph Lawson
Lawson & Associates
400 2nd Avenue, N
Nashville, TN 37219

and served by first class mail on:

Joe Shmoe
222 Music Row West
Suite 9
Nashville, TN 37203

s/ John Allen Smith