

ELECTRONIC CASE FILING CM/ECF



User's Manual

Western District of Oklahoma
(Revised December 2003)

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Electronic Case Files System User's Manual

(Last revision December 18, 2003)

Getting Started.

Introduction.

This manual provides instructions on how to use the Electronic Filing System to file documents with the Court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet Explorer or Netscape.

Help Desk.

Contact the Court's Help Desk between the hours of 8:00 A.M. and 4:30 P. M., Monday through Friday, if you need assistance using ECF.

Help Desk: **1-405-609-5555**

OR

E-mail: **helpdesk@okwd.uscourts.gov**

ECF System Capabilities.

The electronic filing system allows registered participants with Internet accounts and browser (Internet Explorer / Netscape) software to perform the following functions:

- Open the Court's web page
- View or download the most recent version of the User's Manual
- Practice entering pleadings into ECF using a "training" database that is similar to the official live ECF database
- Electronically file pleadings and documents in actual ("live") cases
- View official docket sheets and documents associated with cases
- View various reports for cases that were filed electronically

Requirements.

Hardware and Software Requirements.

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

- A personal computer running a standard platform such as Windows9X, Windows 2000 / XP or Macintosh
- An Internet provider using Point-to-Point Protocol (PPP)
- Internet Explorer 5.0 and higher or Navigator software version 4.5, 4.7 or 4.76.
- Software, such as Adobe Acrobat Writer or pdf Factory, to convert documents from a word processor format to portable document format (PDF).
- A scanner to transmit documents that are not in electronic form. **Note: This would only be used for documents that cannot be produced electronically.**

PACER Registration.

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

Registering for Access to ECF.

Participants will need to register with the courts to receive a login and password for the CM/ECF system. Participants will be required to complete an on-line tutorial and attend a short training session at the court before filing documents in the 'live ECF database. Registration forms can be obtained by calling the Court or from our web site at <http://www.okwd.uscourts.gov>.

Completed registration forms should be mailed to:

ECF Registration
Office of the Court Clerk
U.S. District Court for the Western District of Oklahoma
200 N.W. 4th Street Room 1210
Oklahoma City, OK 73102

Once an account has been established, your login and password will be sent to you by the Office of the Clerk by regular, first-class mail or the registrant may pick up

the assigned User Login and Password at the Clerk's Office.

Preparation.

Setting Up the Acrobat PDF Reader.

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

*Note Adobe's Acrobat Reader software can be downloaded free at <http://www.adobe.com/products/acrobat/readermain.html>

Portable Document Format (PDF).

Only PDF (Portable Document Format) documents may be filed with the Court using the ECF system. Before sending the file to the Court, users should preview the PDF formatted document to ensure that it appears in its entirety and in the proper format.

How to View a PDF File.

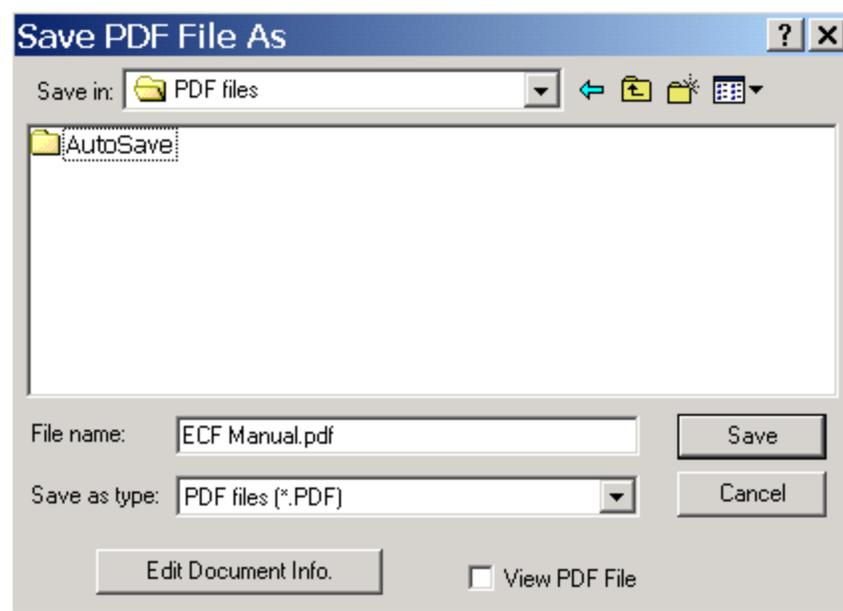
- Start the Adobe Acrobat program.
- Go to the *File* menu and choose *Open*.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat Exchange loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the *View* menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

How to Convert Documents to PDF Format.

You must convert all of your documents to PDF format before submitting them to the Court's Electronic Case Filing (ECF) system. The conversion process requires special software such as Adobe Acrobat Writer. WordPerfect versions 9 and 10 have Acrobat Writer built-in and can also be used to convert documents to PDF.

Using any word processing program:

- Install Adobe Acrobat on your computer
- Open the document to be converted
- Select the **[Print]** option (generally found in the File menu) and in the dialog box select the option to change the current printer. A drop down menu with a list of printer choices is displayed.
- Select **Adobe PDF Writer** or **Distiller***.
- “Print” the file. The file should not actually print out; instead the option to save the file as a PDF format file appears.



- Make a note of the file location so you can find the document later when you are ready to upload it. Change the location if necessary by clicking in the “Save in” area of the window.
- Name the file, giving it the extension .PDF and click the **[Save]** button.

Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDF Writer, and follow the directions above.

**You must have Adobe Acrobat Writer or Distiller installed on your computer to see these choices listed.*

Basics.

User Interactions.

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

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

Conventions Used in this Manual.

- Data to be entered by the user is shown enclosed in angle brackets: <data to be entered>.
- Command buttons are represented in this manual in **[bracketed boldface type]**.
- Hyperlinks are represented in **underlined boldface type**.

Documents Filed In Error.

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

To request a correction, telephone:

Help Desk

1-405-609-5555

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

Viewing Transaction Log.

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

User's Manual.

You can download or view the most recent version of the ECF User's Manual (in PDF format) from the District Court's web page. Enter <http://www.okwd.uscourts.gov>. When the Court's web page opens, click on the **CM/ECF Button**.

A Step-By-Step Guide.

Below is a step-by-step guide for accessing the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. This example is one that will be covered in the court instructed training session.

How to Access the System.

Users can get into the 'live' system via the Internet by going to

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

Or, you may go to the Western District of Oklahoma's Web site at www.okwd.uscourts.gov and click on the **CM/ECF Access**.

Click on **Western District Court of Oklahoma – CM/ECF Live** to open the login screen and login to ECF.

Logging In.

The next screen is the login screen.

ECF/PACER Login

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

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

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

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x.

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

Note: Use your **ECF** login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your **PACER** login and password.

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

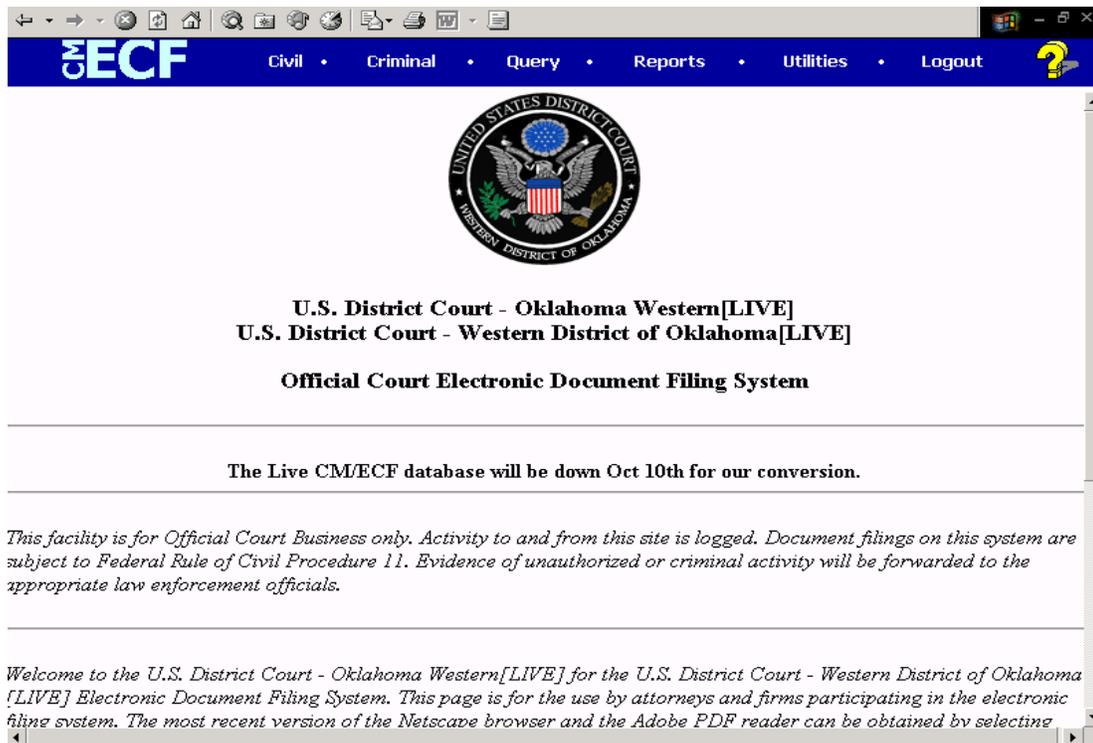
- If the ECF system does not recognize your login and password, it will display the following error message on a new screen:

Login failed either your login name or key is incorrect



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

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



Note: The date *you last logged into the system* appears at the bottom left corner of this screen. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please telephone the Court's Help Desk (see pg. 4) as soon as possible.

Selecting ECF Features.

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

Civil Select **Civil** to electronically file all civil case pleadings, motions, and other Court documents.

Criminal Select **Criminal** to electronically file all criminal case pleadings, motions, and

Query Query ECF by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to **PACER** before you can query ECF.

Reports Choose **Reports** to retrieve docket sheets and cases-filed reports. You must login to **PACER** before you can view an ECF report.

Utilities Choose **Utilities** to view your personal ECF transaction log and maintain

personal ECF account information in the area of ECF.

Logout Allows you to exit from ECF and prevents further filing with your password until the next time you log in.

Civil Events Feature.

Registered filers will use the Civil feature of ECF to electronically file and docket with the Court a variety of pleadings and other documents for civil cases. This section of the manual describes the basic steps that you need to take in order to file a single motion with the Court. The process is consistent regardless of the event.

General Rules and Manipulations.

Manipulating the screens.

Each screen has the following two buttons:

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

Correcting a mistake.



Use the back button on your browser toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the Court, only the Court can make changes or corrections.

Signatures; Affidavits of Service.

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

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

- Approval for Electronic Signature:** The attorney whose User Login and Password is being used to file the pleading or other paper may obtain approval from any other attorney to state that the other attorney has authorized the filed to electronically sign the document. Such approval

shall be indicated as follows:

s/ Foy Bob Attorney _____ s/ LewAnn Lawyer
*(Signed by LewAnn Lawyer with permission
of Foy Bob Attorney)*

The filing party or attorney is responsible for maintaining a record of when and how permission was obtained to sign the other attorney's name until all appeals have been exhausted or the time of seeking appellate review has expired.

- (b) **Approval by Signature:** The attorney whose User Login and Password is being used to file the pleading or other paper may obtain and maintain a paper copy of the document signed by the other attorney. Possession of a signed copy shall be indicated as follows:

s/ Foy Bob Attorney _____ s/ LewAnn Lawyer
*(Signed copy of document bearing
signature of Foy Bob Attorney is being
maintained in the office of LewAnn Lawyer)*

The filing attorney shall maintain the signed copy of the document until all appeals have been exhausted or the time for seeking appellate review has expired.

- (c) Anyone who disputes the authenticity of any signature must file an objection to the pleading or other paper within ten (10) days of service.

Filing a Civil Complaint.

The Clerk's Office will accept complaints, notices of removal, praecipes, summonses, and civil cover sheets ("Initiating Documents") in paper format, on 3.5" floppy disk, on CD-ROM, or as an attachment to an e-mail. The filing party may transmit "Initiating Documents" via e-mail, U.S. Mail, courier service, or in person. If you e-mail your complaint, it must be in PDF format and sent to the following address:

newcases@okwd.uscourts.gov

New civil cases will not be filed until the filing fee has been paid. Payment of any fee required for filing a pleading or other paper is payable to the Clerk of Court by credit card, check, money order, or cash.

Filing Documents for Civil Cases.

There are eight basic steps involved in filing a document:

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

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



1. Select the type of document to file.

Select **Civil** from the blue menu bar at the top of the ECF screen. The Civil Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

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



The **Motions** screen appears and displays a motion selection field with a scroll bar next to it. Scroll through the menu until you find the type of motion you wish to file. The type of motion you select from this list should represent the document you are filing.

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

Note: To select more than one motion, press and hold down the **Ctrl** key, and click on each of the desired multiple forms of relief.

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

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

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

3. Designate the party(ies) filing the document.

The screenshot shows a web browser window with the CM/ECF interface. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The main content area is titled 'Motions' and shows the case name '5:03-cv-99991 United States of America v. Doe'. Below this, the instruction 'Select the filer.' is followed by 'Select the Party:'. A list box contains two entries: 'Doe, John [Defendant]' and 'United States of America, [Plaintiff]'. To the right of the list is a link 'Add/Create New Party'. At the bottom of the list box are 'Next' and 'Clear' buttons.

Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs you may select the entire group by holding down the control key while pointing and clicking on each party of the group.

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

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

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

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

Note: All documents that you intend to file in ECF **MUST** reside in **PDF** format otherwise, ECF will not accept the document.

ECF Civil · Criminal · Query · Reports · Utilities · Logout

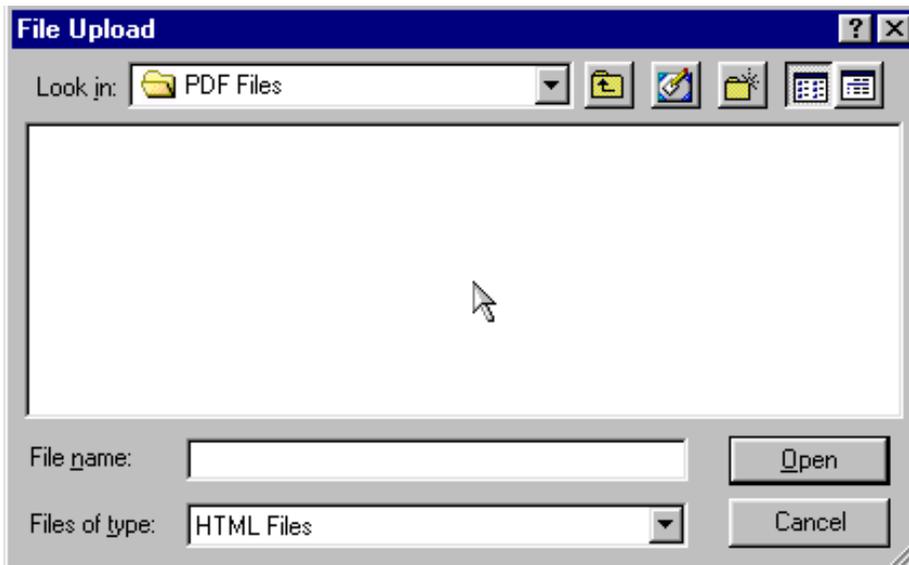
Motions
[5:03-cv-99991 United States of America v. Doe](#)

Date document filed (mandatory)

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

Attachments to Document: No Yes

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



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



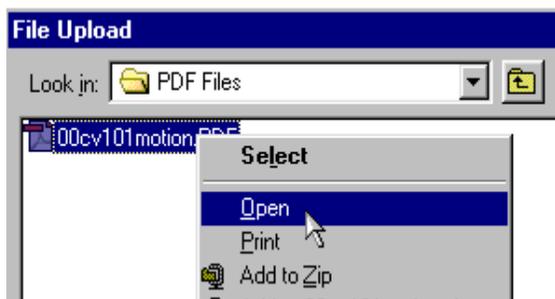
to:



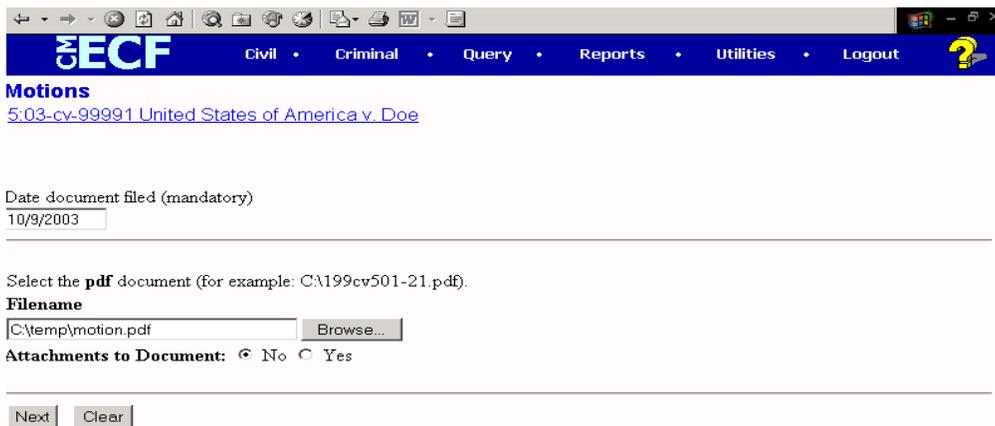
- Navigate to the appropriate directory to select the PDF document you wish to file.

- Highlight the file to upload to ECF.

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



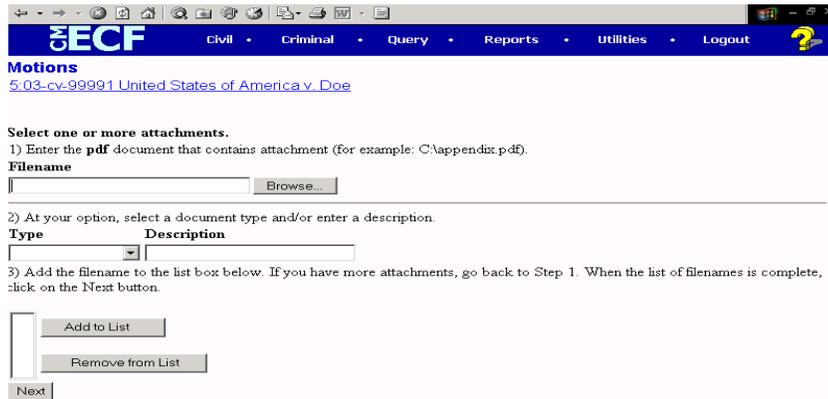
- Once you have verified the document is correct, close Adobe Acrobat and click on the **[Open]** button. ECF closes the **File Upload** screen and inserts the PDF file name and location in the **Motions** screen.



- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 6, “**Modifying Docket Text,**” to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above.

5. Add attachments to documents being filed.

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



The screenshot shows the ECF web interface for the case "5:03-cv-99991 United States of America v. Doe". The page title is "Motions". The instructions are:

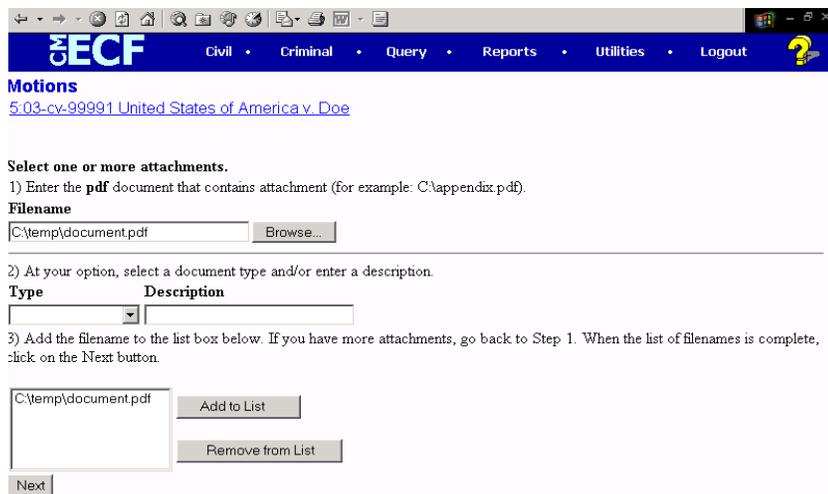
Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename

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

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

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pull down screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on [**Add to List**].

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



The screenshot shows the ECF web interface for the case "5:03-cv-99991 United States of America v. Doe". The page title is "Motions". The instructions are:

Select one or more attachments.
1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).
Filename

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

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

- Repeat the sequence for each additional attachment.

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

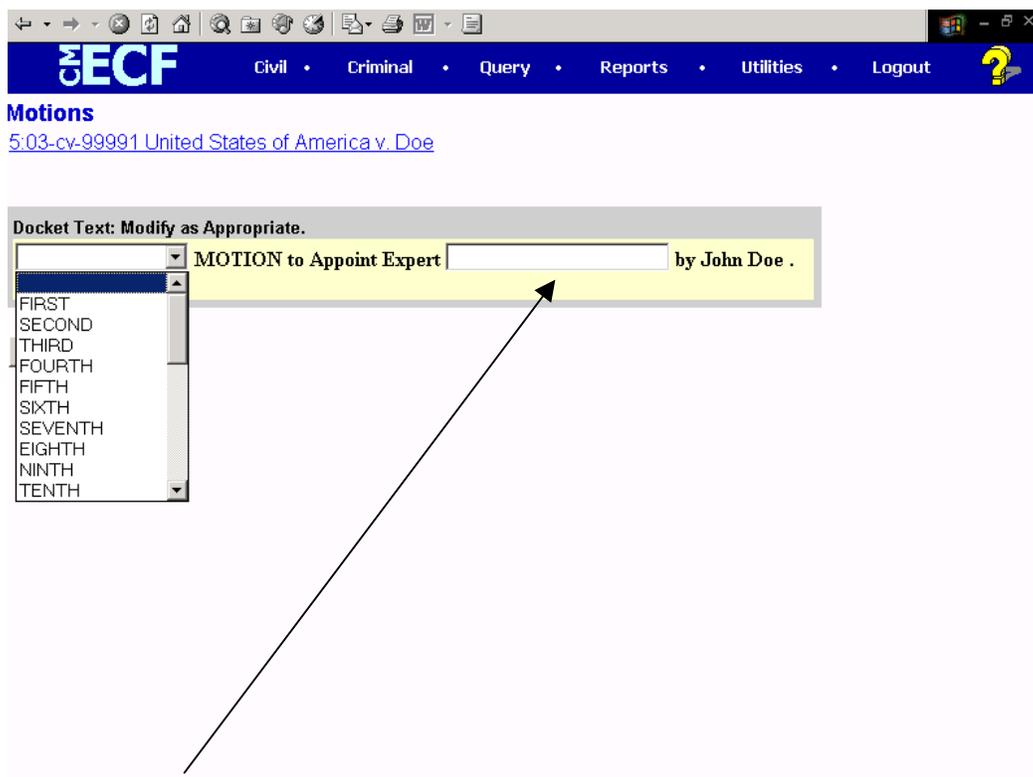
When attachments and exhibits are in paper format.

Attachments and exhibits that cannot be created and filed electronically can be submitted in paper format. Present the entire pleading with attachments to the Clerk's office for handling.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

6. Modify docket text.

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



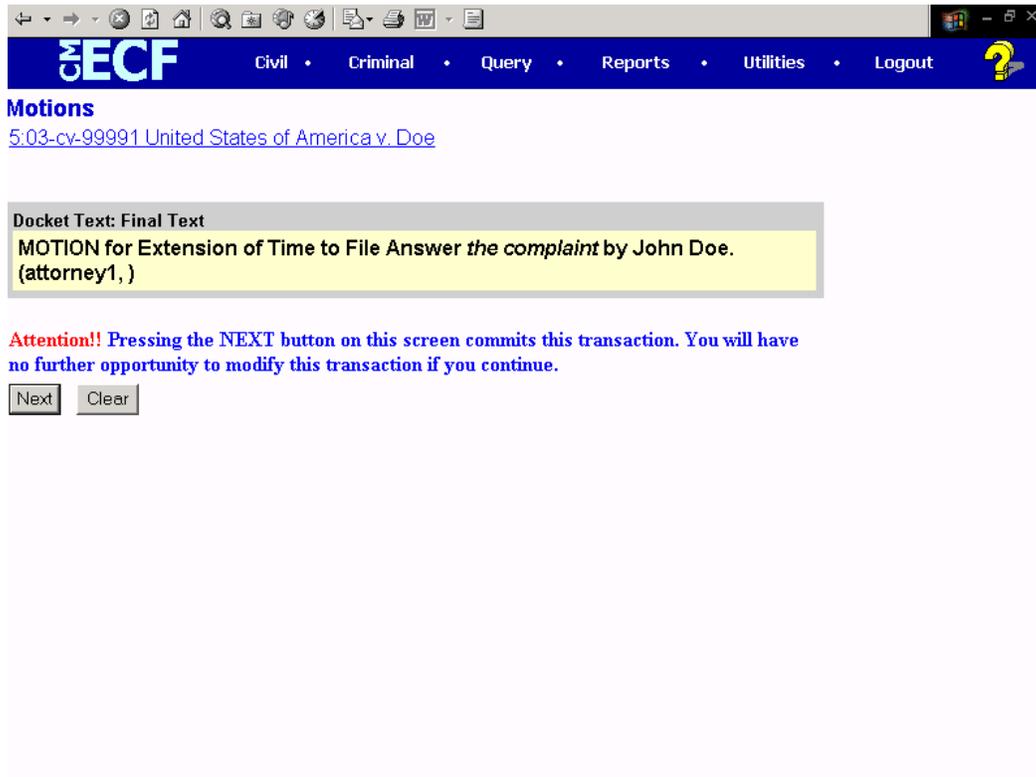
Click in the open text area to type additional text for the description of the pleading.

7. Submit the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text

for the docket report.

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



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

Note: The screen depicted above contains the following warning.

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the blue ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the Web Browser [**Back**] button until *you return to the desired screen.*

8. Notice of Electronic Filing.

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

The screenshot shows a web browser window with the ECF logo and navigation menu (Civil, Criminal, Query, Reports, Utilities, Logout). The page title is "Motions" and the URL is "5:03-cv-99991 United States of America v. Doe". The content displays the court name "U.S. District Court - Oklahoma Western[LIVE]" and "U.S. District Court - Western District of Oklahoma[LIVE]". It includes a "Notice of Electronic Filing" section with the following details: Case Name: United States of America v. Doe; Case Number: 5:03-cv-99991; Filer: John Doe; Document Number: 2. The "Docket Text" section shows a "MOTION for Extension of Time to File Answer the complaint" by John Doe. Below this, it lists associated documents with a description: "Document description: Main Document", "Original filename: n/a", and "Electronic document Stamp: STAMP dcecfStamp_ID=1041971380 [Date=10/9/2003] [FileNumber=86929-0] 822fbdafb6d4798a26ec912611d9b09bc443e21018f6e435979b435b2e7b4a5b7669d305bb7bfa5cae8a112246b03551aa1f28f49acfc92347a88eb0e24aa4]].

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official Court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the Toolbar to print the document receipt.
- Select **[File]** on the menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

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

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their E-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed.

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail addresses to the Court. Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyper-linked document number embedded in the **Notice of Electronic Filing**.

The Court strongly urges you to copy the **Notice of Electronic Filing** and the document to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

Note: It is the responsibility of filers to send hard copies of the pleading and **Notice of Electronic Filing** to attorneys and pro se parties who have indicated they *do not* have E-mail accounts.

Filing Documents for Criminal Cases.

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

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

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



1. Select the type of document to file.

Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

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

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links for 'Civil' and 'Criminal'. Below the header, the 'Criminal Events' section is displayed, listing several categories of filings with their respective sub-links:

- Charging Instruments and Pleas**
 - [Plea-Related Documents](#)
- Motions and Related Filings**
 - [Motions](#)
- Other Filings**
 - [Waivers](#)
 - [Service of Process](#)
 - [Notices](#)
 - [Trial Documents](#)
 - [Appeal Documents to USCA](#)
 - [Other Documents](#)

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

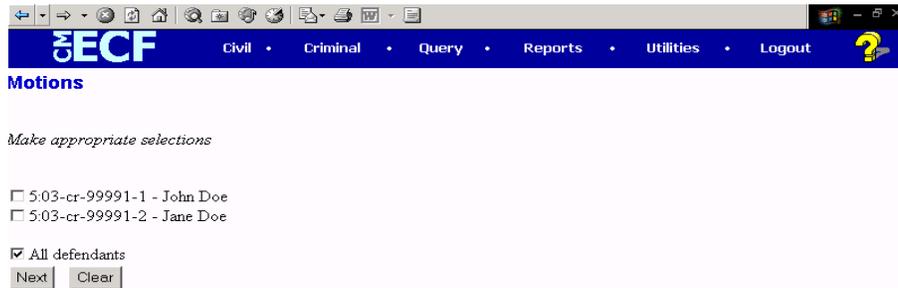
A new Motions screen opens with a Case Number field. Enter the number of the case for which you are filing a motion and click on **[Next]**.

The screenshot shows the ECF interface with a blue header containing the ECF logo and navigation links for 'Civil', 'Criminal', and 'Query'. Below the header, the 'Motions' section is displayed, featuring a 'Case Number' input field. The field contains the text '02-100' and is highlighted in yellow. To the right of the input field, a list of example case numbers is provided: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field, there are two buttons: 'Next' and 'Clear'.

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

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

3. Designate the defendant(s) that the filing relates



The screenshot shows the CM/ECF Motions screen. At the top, there is a navigation bar with the CM/ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the word "Motions" is displayed. The main content area contains the instruction "Make appropriate selections" followed by two checkboxes: 5:03-cr-99991-1 - John Doe and 5:03-cr-99991-2 - Jane Doe. Below these is a checked checkbox: All defendants. At the bottom of the selection area are two buttons: "Next" and "Clear".

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

4. Designate the party(ies) filing the document.



The screenshot shows the CM/ECF Motions screen for a specific case. The navigation bar is the same as in the previous screenshot. Below the navigation bar, the case name "5:03-cr-99991 United States of America v. Doe" is displayed. The instruction "Select the filer." is followed by the heading "Select the Party:". Below this heading is a scrollable list box containing three entries: "United States of America, [Plaintiff]", "Doe, John (1) [Defendant]", and "Doe, Jane (2) [Defendant]". At the bottom of the list box are two buttons: "Next" and "Clear".

Highlight the name of the party or parties filing the motion. Click on the [Next] button.

The **Motions** Screen appears and displays a motion selection field with a scroll bar next

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



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

Note: To select more than one motion, press and hold down the **CTRL** key, and click on each of the desired multiple forms of relief.

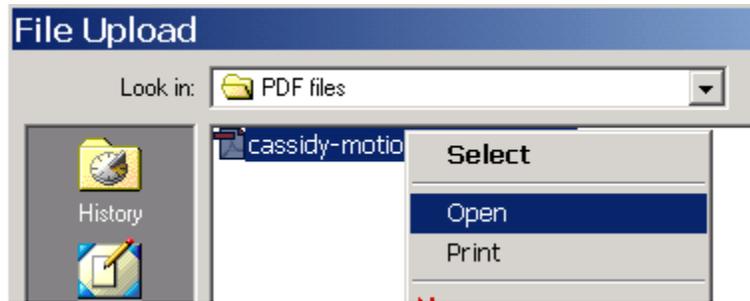
6. Specify the PDF file name and location for the document to be filed.

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

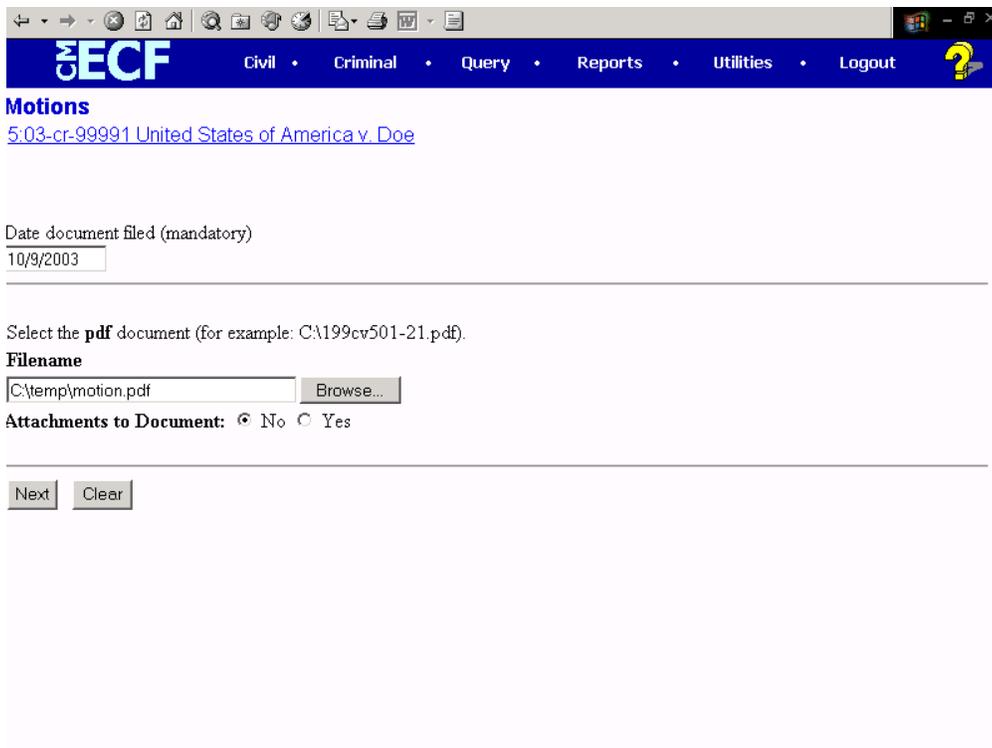
Note: All documents that you intend to file in ECF **MUST** reside in **PDF** format otherwise, ECF will not accept the document.

- Click on the **[Browse]** button. ECF opens the following screen.
- Navigate to the appropriate directory and file name to select the PDF document you wish to file.
- Highlight the file to upload to ECF.

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



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



- If there are no attachments to the motion, click on **[Next]**. A new **Motions** window opens. Go to Section 8, “**Modifying Docket Text,**” to proceed with your filing.
- If you have Attachments to your motion, you will select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in Section 7, “**Adding Attachments to Documents Being Filed.**”

7. Add attachments to documents being filed.

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

- Click on [**Browse**] to search for the document file name of the attachment.
- Next to the field for attachment **Type**, click on the arrow and ECF opens a pull-down screen. Highlight the type of attachment from the displayed selection.
- To describe the attachment more fully, click in the **Description** box and type a clear and concise description of the attachment.
- Click on [**Add to List**].

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

The screenshot shows the ECF web interface. At the top is a navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar is the heading "Motions" and a breadcrumb trail: "5:03-cr-99991 United States of America v. Doe".

The main content area contains the following instructions and form fields:

Select one or more attachments.

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

Filename

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

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

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

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

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

When attachments and exhibits are in paper format.

Attachments and exhibits that cannot be created and filed electronically must be filed conventionally. The filer shall electronically file a Notice of Conventional Filing.

Note: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

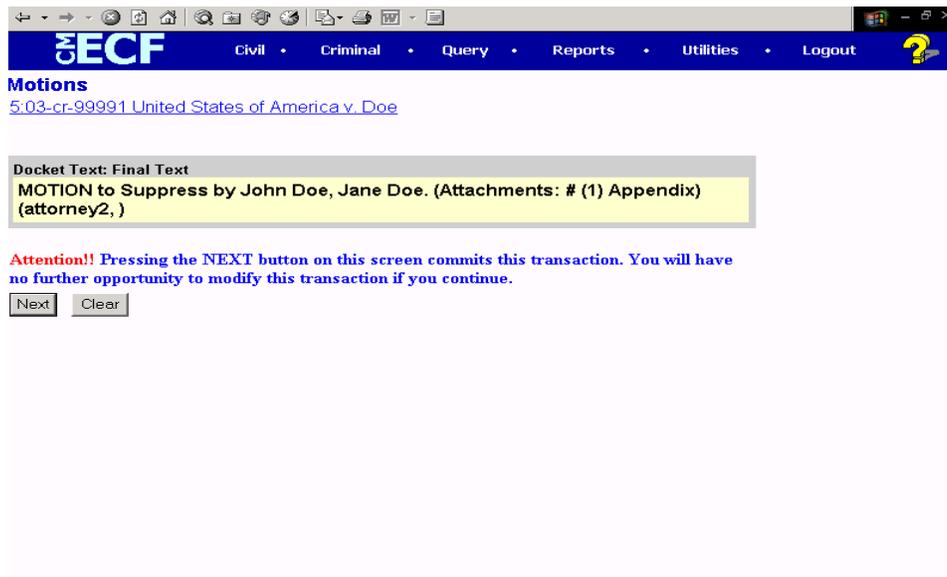
8. Modify docket text.

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

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

9. Submit the pleading.

- Click on the [Next] button. A new **Motions** window appears with the complete text for the docket report.
- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the  button on the toolbar to find the screen you wish to alter.



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

Note: The screen depicted above contains the following warning:

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

- clicking on any hyperlink on the blue ECF menu bar *to abort* the current transaction. ECF will reset to the beginning of the process you just selected.
- clicking on the [**Back**] button until *you return to the desired screen.*

10. Notice of Electronic Filing.

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



The screenshot shows a web browser window with the ECF (Electronic Case Filing) interface. The browser's address bar shows the URL: [5:03-cr-99991 United States of America v. Doe](#). The page title is "Motions". The main content area displays the following information:

U.S. District Court - Oklahoma Western[LIVE]
U.S. District Court - Western District of Oklahoma[LIVE]

Notice of Electronic Filing

The following transaction was received from attorney2, entered on 10/9/2003 at 1:16 PM CDT and filed on 10/9/2003

Case Name: United States of America v. Doe
Case Number: [5:03-cr-99991](#)
Filer: Dft No. 1 - John Doe
Dft No. 2 - Jane Doe
Document Number: [2](#)

Docket Text:
MOTION to Suppress by John Doe, Jane Doe. (Attachments: # (1) Appendix)(attorney2,)

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

Document description: Main Document
Original filename: n/a
Electronic document Stamp:
STAMP dcecfStamp_ID=1041971380 [Date=10/9/2003] [FileNumber=86935-0]
28e7e2643d5500ac461fc82a7933b29a6db46831c64fc061bdc7c56bec94237e21ab3

- The screen depicted above provides confirmation that ECF has registered your transaction and the pleading is now an official Court document. It also displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the document's PDF file.
- Select **[Print]** on the toolbar to print the document receipt.
- Select **[File]** on the menu bar, and choose **Save Frame As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

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

- ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have supplied their e-mail addresses to the Court. The ECF filing report also displays the names and addresses of individuals who will **not** be electronically notified of the filing. It is the **filer's** responsibility to serve hard copies of the pleading **and** the **Notice of Electronic Filing** to attorneys and parties who are not set up for electronic notification.

E-Mail Notification of Documents That Were Filed.

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to the designated attorneys and parties who have supplied their e-mail addresses to the Court. **Only attorneys of record in the case are able to view pleadings in criminal cases via the Internet. Attorneys in multi-defendant cases can only view, via the Internet, those filings which relate directly to the party they represent. All other pleadings may be viewed at the courthouse.** Individuals who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyper-linked document number embedded in the **Notice of Electronic Filing**.

The Court strongly urges you to copy the **Notice of Electronic Filing** and pleading documents to your hard-drive for future access. Subsequent retrieval of the case docket sheet and pleading from CM/ECF must be made through your PACER account and is subject to regular PACER fees.

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

Add/Create a New Party.

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



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

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

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

ECF displays the following screen:

ECF Civil • Criminal • Query •

Party Information 2/9/2002

Last name First name

Middle name Generation Title

SSN Tax ID

Role Pro se

Office Address 1

Address 2 Address 3

City State Zip

County Country

Phone Fax

E-mail

Party text

Start date

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

Linking Documents (Refer to existing event).

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



The screenshot shows the ECF interface with a blue header containing the ECF logo and the word "Civil". Below the header, the text "Other Documents" is displayed. A checkbox is present with the label "Refer to existing event(s)?". Below the checkbox are two buttons: "Next" and "Clear".

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



The screenshot shows a browser window displaying the ECF interface. The header includes the ECF logo and navigation links: "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout". Below the header, the text "Other Documents" is displayed, followed by a link: "5-03-cv-09999 Smith v. ABC Cab Company". Below this, the instruction "Select the appropriate event(s) to which your event relates:" is shown. A list of events is provided, each with a checkbox: "10/08/2003 11 MOTION for Preliminary Injunction by ABC Cab Company. (attorney1,)" and "10/08/2003 12 NOTICE by ABC Cab Company (attorney1,)". Below the list are "Next" and "Clear" buttons.

Click the checkbox for the document you wish to link to and click [Next].

Query Feature.

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

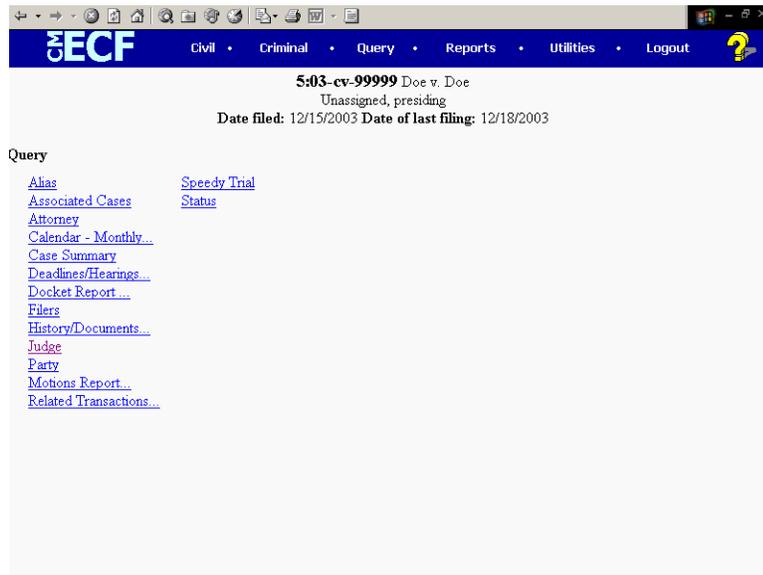


ECF opens the **PACER Login** screen. You must enter your **PACER** login and password before ECF permits you to query the ECF database.

After you enter your PACER login and password, ECF opens a Query data entry screen as depicted below.

A screenshot of a web browser displaying the ECF Query data entry screen. The browser's address bar and toolbar are visible at the top. The page has a blue header with the ECF logo and a navigation menu with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the header, the word 'Query' is written in blue. The main content area is a light yellow box titled 'Search Clues'. It contains several search criteria: 'Case Number' with a text input field and examples '(Examples: 99-500, 1:99cv500)'; 'Filed Date' and 'Last Entry Date' each with two text input fields separated by 'to'; 'Nature of Suit' with a dropdown menu showing options '0 (zero)', '110 (Insurance)', and '120 (Contract: Marine)'; 'Last Name' with a text input field and examples '(Examples: Desoto, Des*t)'; 'First Name' and 'Middle Name' each with a text input field; and 'Type' with a dropdown menu. At the bottom of the yellow box are two buttons: 'Run Query' and 'Clear'.

If you know the number that the Court has assigned to the case, enter it in the **Case Number** field and click on the **[Run Query]** button. ECF opens the query screen depicted below.



You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name.



If you click on the name of the party, ECF will open the query screen as shown below.

If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases.

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

Attorney.

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

Case Summary.

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

Deadlines/Hearings.

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

Docket Report.

When you select Docket Report, ECF opens a screen where you may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to the entire docketing report. After you have selected the parameters for your report, click on the **[Run Report]** button. The document numbers in the middle column of are hyperlinks to PDF files of the actual documents. Place your pointer on the button next to the document number and click to display the **Electronic Notification Report** for the document.

History/Documents.

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

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

Other Queries.

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

Reports Feature.

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



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

Docket Sheet.

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

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

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

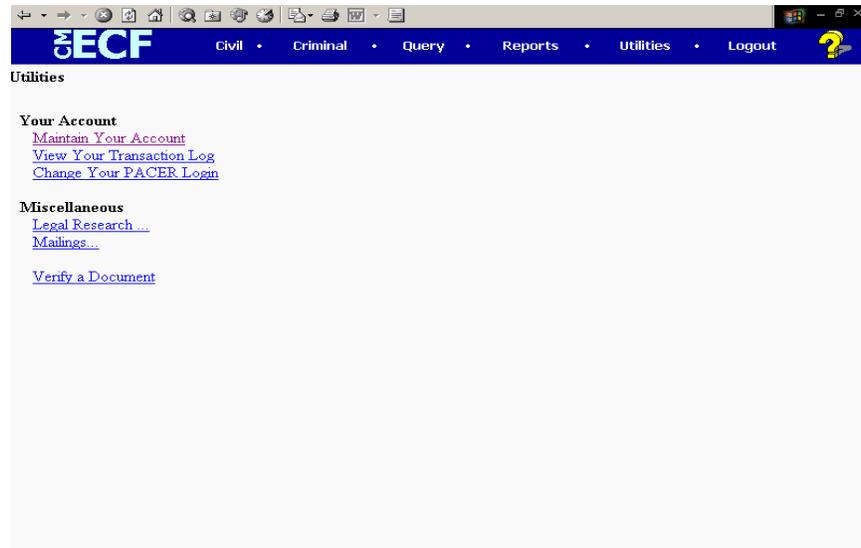
Civil Cases Report.

The **Civil Cases** report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code.

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

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. If you leave all fields blank, ECF will display a report for all cases opened in ECF.

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



Utilities Feature.

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

Your Account.

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

Maintain Your Account.

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

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

Maintain User Account

Last name ar1234 First name
 Middle name Generation
 Gender ATY Type
 Title Type aty
 Bar number
 Office US District Courthouse-OKC
 Unit
 Address 1 200 NW 4th St
 Address 2 Room 1210
 Address 3
 City Oklahoma City State OK Zip 73102
 Country County
 Phone 405-609-5031 Fax
 Primary
 e-mail address
 Initials DOB AO code End date

This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status.

To change your password or view login information about your account, select the button labeled **More User Information**, from the **Maintain User Account** screen. ECF opens the screen depicted below.

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

More User Information for attorney1

Login attorney1 Last login 10-14-2003 16:10
 Password ***** Current login 10-17-2003 16:10
 Prid 424133 Create date 10/13/2003
 Registered Y Update date 10/13/2003
 Groups Attorney

This screen displays user login information and provides the means to change your ECF password. Notice that ECF displays a string of asterisks in the **Password** field. To change your ECF password, place your cursor in the **Password** field and delete the asterisks.

Type in your new password. ECF displays the actual characters of your new password as you type. When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the **Maintain User Account** screen.

When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the **Maintain User Account** screen to submit your changes to ECF. ECF will notify you onscreen that your updates were accepted. If you changed passwords, you may begin using the new password during your next ECF session.

View Your Transaction Log.

From the **Utilities** screen, click on the **[View your Transaction Log]** button. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. Below is a sample transaction log report.

Id	Date	Case Number	Text
1015	10/08/2003 15:38:38	5-03-cv-9999	MOTION for Preliminary Injunction by ABC Cab Company (attorney1,.)
1025	10/08/2003 15:49:05	5-03-cv-9999	NOTICE by ABC Cab Company (attorney1,.)

Total Number of Transactions: 2

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

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

Miscellaneous.

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

- Legal Research
- Mailings
- Verify a Document

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

Verify a Document opens a query screen so you can enter data to locate a particular document attached to a specific case number.

Mailings opens a new screen for making or requesting mailings from ECF.

Logout.

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



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