

CM/ECF



For Dummies

Attorney Module

Getting Started

Within this manual, you'll find everything you need to know about using the Case Management/ Electronic Case Filing system (CM/ECF). This manual provides basic instruction on how to use the ECF portion of CM/ECF to file documents with the Court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Is this important? You bet. But let's start with the more important stuff . . .

Who Do I Call For Help?

If you can't get into the system, if your viewer won't view, if your filer won't file, if your computer bites the hand that feeds it, call the Court's Help Desk between the hours of 8:00 AM and 5:00 PM, Monday through Friday, at 334-954-3935. They'll be waiting patiently for your call and will be more than happy to help you through that life or death situation called "system crash." If it's not life or death, please email the Help Desk at Efile_Help@almd.uscourts.gov. They'll get back with you within one business day.



What Can I Do With ECF?

If you are a registered participant, with Internet access and acceptable browser software (that's Netscape Navigator or Internet Explorer) the electronic case filing system will allow you to:

- ✓ Access the Court's web page
- ✓ View and/or download the most recent version of the User's Manual
- ✓ Self-train on a web-based ECF Tutorial
- ✓ Practice entering pleadings into an ECF training database before we turn you loose on the 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
- ✓ Receive notices of electronic filings via e-mail with a link to the filed document
- ✓ Cut and paste from the PDF files
- ✓ Designate more than one e-mail address to receive notices of electronic filings

So are you sold yet?

What Do I Need to Do This?

In order to file electronically and/or view and retrieve case documents, you'll need the following:

- ✓ A personal computer with a standard operating system such as Windows, Windows 95 (or greater) or Macintosh
- ✓ Internet access
- ✓ Netscape Navigator software version 4.5, 4.7 or 4.76 OR Internet Explorer 5.5. (These are the “approved” versions of the respective software. The earlier versions are not secure and cannot be used. Use later versions at your risk.)
- ✓ Software like Adobe Acrobat Writer or pdfFactory to convert documents from word processor to portable document format (PDF) – the only file format ECF will accept.
- ✓ A scanner to convert documents that are not on your word processor. *Note: Using a scanner is a last resort and should only be used for documents that you cannot produce with your wordprocessor. Scanned documents are memory hogs and slow down the entire system. We are moving away from using scanned documents and ask you to do the same. Please?*
- ✓ And a PACER account if you want to file electronically, or do more than take your one and only free peek at a filed document – or if you receive e-notices for Social Security cases or other restricted documents such as ex parte.

I Want To Do More!!

More? Well, if you must . . . To use the Query and Report features of the ECF system, you also must – MUST – have a PACER account. What's a PACER account? It's Public Access to Court Electronic Records. If you don't have a PACER login (or if you don't know what PACER is), contact the PACER Service Center. You may call the PACER Service Center at (800) 676-6856 for information or to register for an account. OR you may register for PACER online at <http://pacer.psc.uscourts.gov>. PACER registration is FREE and accessing documents (after the first freebie) or pulling up a docket sheet costs 10¢ per page (maximum of \$2.40 per document). But if you don't reach \$15.00 in a quarterly billing period, you won't even be billed. What more could you ask? (Forget I asked that question . . .)



REGISTRATION: Okay, I'm Ready. How Do I Get Access to ECF?

First, you have to be an attorney in good standing, admitted pro hac vice, or on record as appearing specially (example, a federal attorney representing the United States) in the Middle District of Alabama. AND you have to register to get access to ECF. Oh, how do you register? **The easiest way to register is on-line at:**

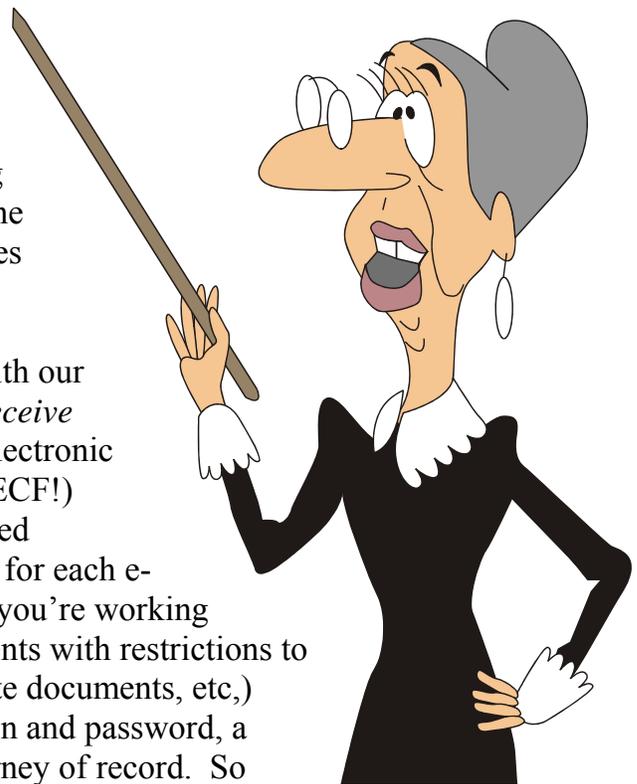
<https://www.almd.uscourts.gov/ecfreg/>

The harder way to register? There's also a form you can print out and send to us; it's located at: http://www.almd.uscourts.gov/formfeespubs/att_forms.htm

Once your account has been established, your login and password will be e-mailed to you. And you'll be ready to receive electronic notices and/or file.

Registered users can visit a training version of the system on the Internet at <https://ecf-train.almd.uscourts.gov> to practice ECF actions. We strongly recommend that you practice in the training ECF database before filing documents in the "live" ECF database. After all, practice does make perfect . . .

If you have a valid CM/ECF registration with our court and a valid e-mail address, you can *receive* notices of electronic filing without using electronic filing. (but you'll miss half the fun of CM/ECF!) You'll also still get your free peek at the filed document (and print it or save it right then) for each e-mail address in your account. However, if you're working on a Social Security, or some other documents with restrictions to specific attorneys (some transcripts, ex-parte documents, etc,) you'll need more. You'll need an ECF login and password, a PACER account AND you must be an attorney of record. So register already. It costs you nothing.



Preparing For ECF

Setting Up Acrobat Reader

In order to view documents that have been electronically filed on the system, you must at least have Adobe Acrobat Reader. Acrobat Reader is free from Adobe (go to www.adobe.com/products/acrobat/readermain.html). Follow the directions – you do know how to follow directions, don't you – to install it. And you'll be ready to read.

Portable Document Format (PDF)

Only PDF (Portable Document Format) documents can be filed with the Court using the ECF system. Before sending the file to the court, you may want to preview the PDF document to be sure that it's all there and in the proper format. You also might want to make sure it's the right document. (No sense in filing your shopping list for the big Super Bowl party, especially if your team lost. And does the Court really need to know how much beer was consumed . . .)



Reminder

So How Do I View a PDF File?

1. Start the Adobe Acrobat (Reader or Writer) program.
2. Click on “File” and choose Open.
3. Click on “Look In” to find the correct location to look in. Then click on the file name of the document to be viewed.
4. If the file is in PDF format, Adobe Acrobat will load the file and display it on the screen.
5. If the document is larger than the screen or has more than one page, you can use the scroll bars to move through the document or the arrows at the bottom to go to the next or previous page. (*For other viewing options, click on “View” then choose the option most appropriate for the document and your screen.*)



Shortcut

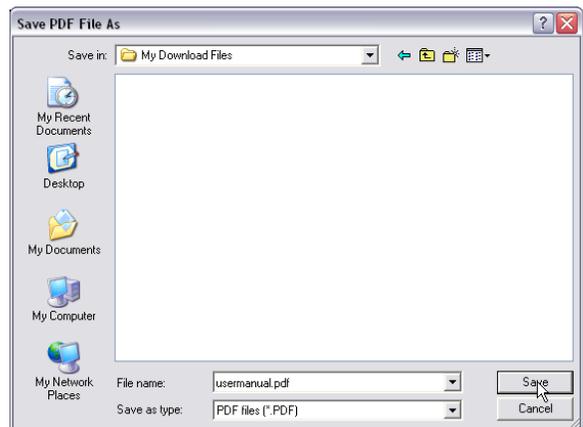
To view a PDF file on your computer, double-click on the document file. If your computer is set up correctly, the file will automatically open in Adobe Acrobat.

How to Convert Documents to PDF Format

You must convert all of your documents to PDF format before filing them in the Court's Electronic Case Filing (ECF) system. This process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory unless you're using WordPerfect versions 9 or higher. These versions have Acrobat Writer built-in and can be used to convert documents to PDF.

Using any word processing program:

1. Install Acrobat Writer or FinePrint pdfFactory on your computer. (Follow the instructions provided by the manufacturer.)
2. Open the document to be converted in your wordprocessor.
3. Select the Print option – usually found in the File menu. A dialog box will come up. Select the option to change the current printer. A drop down menu with a list of printer choices should be displayed. *(NOTE: If you're using WordPerfect, you can choose "Publish to PDF" rather than print, and follow the directions.)*
4. Select Adobe PDFWriter, or FinePrint pdfFactory, from within your wordprocessing software. *(In order for Adobe PDFWriter or pdfFactory to appear, you must already have them installed on your computer. See Step 1.)*
5. "Print" the file. The file will not actually print. Instead a dialog box will pop up allowing you to save the file as a PDF file. *Note: 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.*
6. Name the file, make sure it ends with ".PDF" and click the [Save] button.



If you're using a standard word processing program (read Word or WordPerfect), all of the above steps should work for you. If you're using some off-the-wall word processor, the printer selection option may be found somewhere else. Once you find it, change the printer to Adobe PDFWriter, and follow the directions above.

Basics

What I'm Allowed to Do (User Interactions)

There are three basic types of user interactions allowed by the ECF system. They are:

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

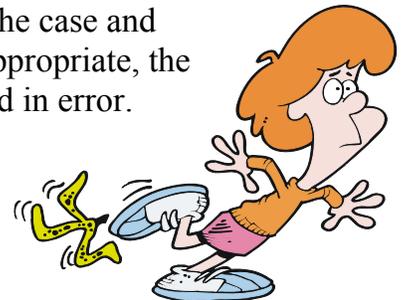
How I'll Know Which "Interaction" It Is (Conventions used in this Manual):

- ◆ Information you are to enter into a field is shown enclosed in angle brackets like this <information to be entered>.
- ◆ Buttons are represented in this manual by **[bracketed boldface type]**.
- ◆ Hyperlinks to click on are represented in **underlined boldface type**.

Error . . . Error . . . Error

A document filed incorrectly in a case may result from posting the wrong PDF file to a docket entry; selecting the wrong document type from the menu; or possibly entering the wrong case number and not discovering the error before completing the transaction. I'm sure if we think hard enough we could come up with a few more. In any of these (or other) cases, if you have filed something in error, call 334-954-3935 as soon as possible after the error is discovered. (And much better if you discover it and tell us, than that we discover it and tell you.) You'll need to provide the case and document numbers for the document requiring correction. If appropriate, the court may make an entry indicating that the document was filed in error.

You will be notified if you need to re -file the document (we will, after all, have your e-mail address among other things.). The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted. So be verry, verry careful . . .



A Step-By-Step Guide

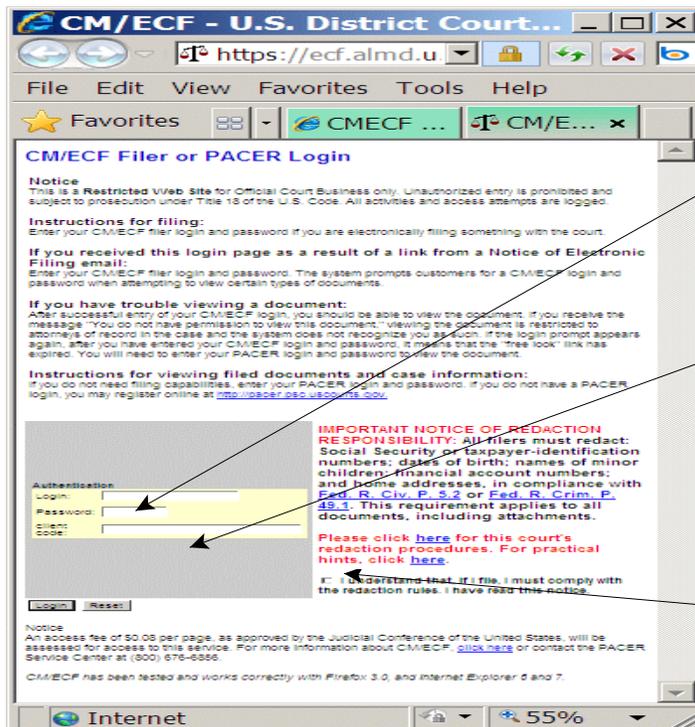
The rest of this manual is a step-by-step guide for logging in to the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We highly recommend that you go through these steps on the training database before trying to actually file a document on the live database. *NOTE: If you only want to know how to get that free peek at the document, you can jump to page 22 and skip the rest of this. But you'll miss some really interesting reading.*

How To Access “the System”

You can get into the system via the Internet by going to <https://ecf.almd.uscourts.gov> for the live database or to <https://ecf-train.almd.uscourts.gov> for the training database. OR you may go to the Middle District of Alabama’s Web site at www.almd.uscourts.gov and click on the CM/ECF - Electronic Case Filing hyperlink.

Click on **Middle District of Alabama Electronic Case Filing** to open the login screen and login to ECF.

Logging In



This is the login screen.

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

The “client code” is a PACER method of tracking transactions by client. Enter it if you like, but it’s not necessary for ECF purposes.

Read the notice about redaction and remember to check the box

Note: Use your ECF login and password if you are entering ECF to file a pleading or to maintain your account. If you wish to query the database for case information or view a document, enter your PACER login and password. You're not sure which you're going to do? Not to worry. If you cross into PACER territory (for which there is a nominal fee), the system will ask for your PACER login and password anyway.

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

If the 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 password is incorrect. Or you forgot to click the box about redactions

Click on the displayed **[Back]** button and re-enter your login and password. If it still does not recognize your login and password and you're absolutely positive that you typed in the correct information, contact the Help Desk.

You're Logged In if your screen resembles this:



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. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please contact the Help Desk (see page 1) as soon as possible.

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

The ECF Menu

ECF provides the following menu options that are accessible from the Blue bar at the top of the opening screen. Just click on one to select it.

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 other court documents.

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

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

Utilities - View your personal ECF transaction log and maintain your ECF account information in the Utilities area of ECF.

Logout - Exits from ECF and prevents further filing with your password until the next time you log in.

Navigating the System

Moving Through The Screens

Each screen has the following two buttons:

[Clear] clears all characters entered in the box(es) on that screen.

[Next] Or **[Submit]** accepts the entry just made and displays the next entry screen, if any.

Correcting a Mistake

You've made a mistake? Oh, horrors!! How will you ever correct it? That's easy. Just use the **[Back]** button on your browser toolbar to go back and correct an entry made on a previous screen. Or, if it's so badly messed up that you don't know where to begin in fixing it, that's just what you should do. Click on the menu link (**Civil** or **Criminal**) to begin again. BUT, once the document is transmitted to the court, only the court can make changes or corrections.

Civil Events Menu

To access the Civil Events menu, simply click on Civil in the blue menu bar. A registered user will use the Civil feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases. (See the list of ECF documents at the back of this manual.) This part of the manual will give you the basic steps to filing a single motion with the Court.

Filing a Civil Complaint

The Court will accept complaints sent by U. S. Mail, or delivered in person to the Clerk's office. Present the Clerk's office with a Civil Cover Sheet (JS -44c) and the complaint which lists the case party information and a check or money order in the amount of the filing fee. At this time, the Court does not accept complaints filed electronically. (*See the Civil Administrative Procedures guide – available on our website – for more information.*)

Filing Documents for Civil Cases

There are nine basic steps involved in filing a document:

1. Select the type of document to file (see Civil Event Menu – Appendix A);
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 to include descriptive text;
7. Submit the document to ECF;
8. Receive notification of electronic filing; and
9. Serve copies to those not on e-notice by conventional means.

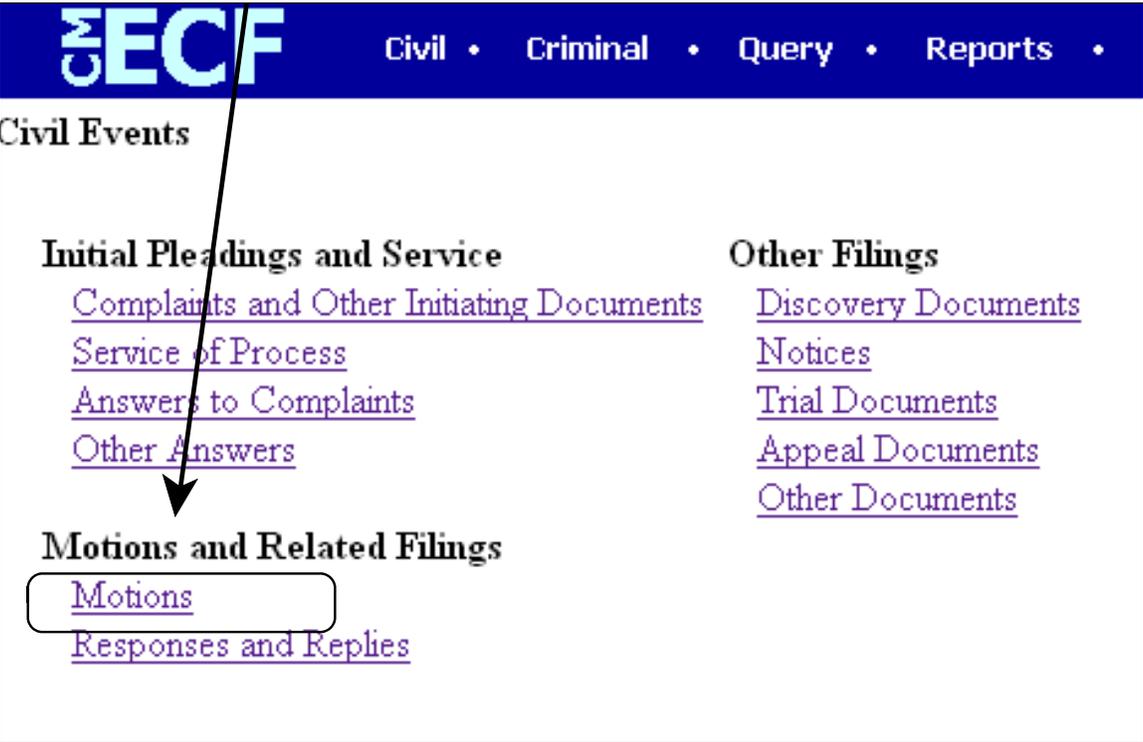
Let's lay that out a little more plainly. After *successfully* logging into ECF (see page 9), try these steps:

- 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 menu will open displaying all of the events from which you may choose for your filing. In this case, we'll be filing a Motion in ECF.



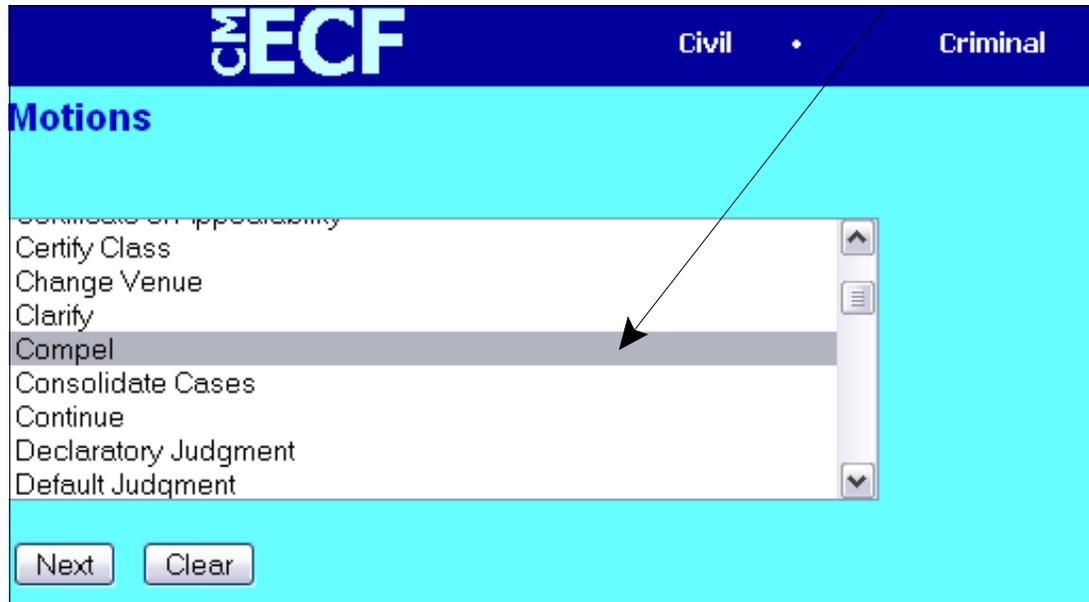
NOTE: Regardless of what you are filing and whether you are filing Civil or Criminal documents, the process is similar. So take note.

So click on **Motions**, under Motions and Related Filings

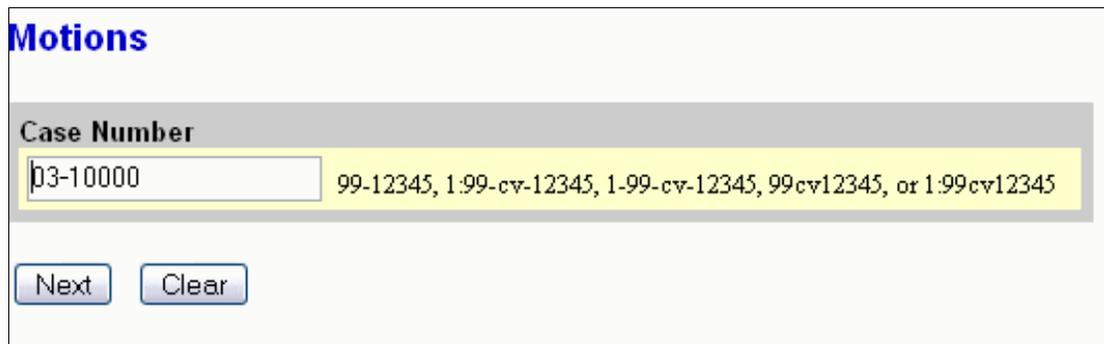


The screenshot shows the ECF interface with a blue header containing the logo and navigation links: Civil • Criminal • Query • Reports •. Below the header, the 'Civil Events' menu is displayed. It is organized into two columns: 'Initial Pleadings and Service' and 'Other Filings'. Under 'Initial Pleadings and Service', there are links for 'Complaints and Other Initiating Documents', 'Service of Process', 'Answers to Complaints', and 'Other Answers'. Under 'Other Filings', there are links for 'Discovery Documents', 'Notices', 'Trial Documents', 'Appeal Documents', and 'Other Documents'. A third section, 'Motions and Related Filings', is located below the first column and contains links for 'Motions' and 'Responses and Replies'. The 'Motions' link is highlighted with a rounded rectangle, and a black arrow points from the note above to this link.

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, we'll highlight Compel. Then click on **[Next]**.



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]** and re-enter. If the computer tells that you entered an invalid case number, click **[Back]** and enter a “valid value” (Yes, that’s what the computer will request.).
- ◆ When the case number is correct and you’re sure it’s correct, click **[Next]** .

NOTE: The system will accept case numbers in a wide variety of formats and lists them for you. Please pick one of the formats listed.

ECF Civil • Criminal • Query • Reports •

Motions

[1:03-cv-10000-MHT-VPM Black v. Glover et al](#)

Select the filer.

Select the Party:

- Black, Wayne [Plaintiff]
- Blow, Joe [Defendant]
- Bowers, Mr. [Defendant]
- Casey's Tavern, [Claimant]
- Glover, Lamar [Defendant]
- Jones, Jerry [Special Master]
- Tavern on the Green, [Claimant]

[Add/Create New Party](#)

Next Clear

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

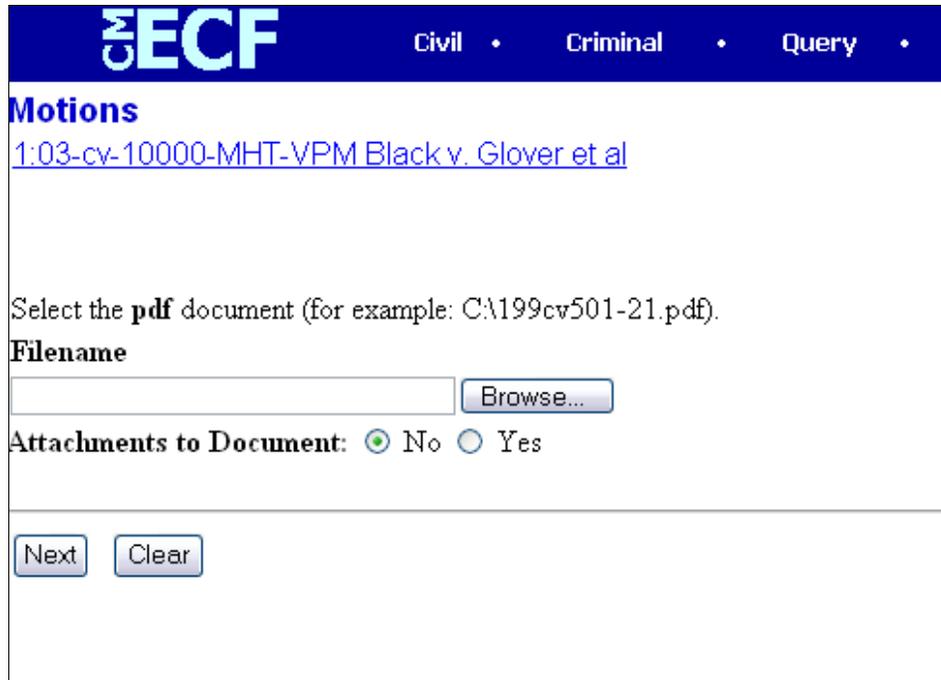
Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the ctrl key while pointing and clicking on each party of the group. After highlighting the parties to the motion, click on the **[Next]** button.

*Note: If your party does not appear, see the section of this manual entitled **Add/Create New Party** on page 33.*



If ECF accepts the party or parties you selected, it refreshes the screen to display the screen depicted on the next page.

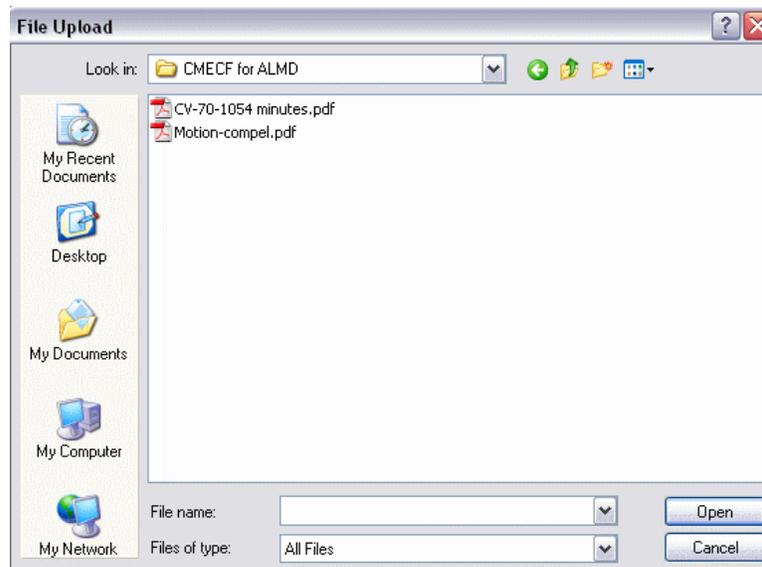
4. Specify the PDF file name and location for the document to be filed.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation links for Civil, Criminal, and Query. Below the header, the page is titled "Motions" and displays the case name "1:03-cv-10000-MHT-VPM Black v. Glover et al". A text prompt asks the user to "Select the pdf document (for example: C:\199cv501-21.pdf)". There is a "Filename" input field followed by a "Browse..." button. Below this, there are radio buttons for "Attachments to Document:" with "No" selected and "Yes" unselected. At the bottom of the form, there are "Next" and "Clear" buttons.

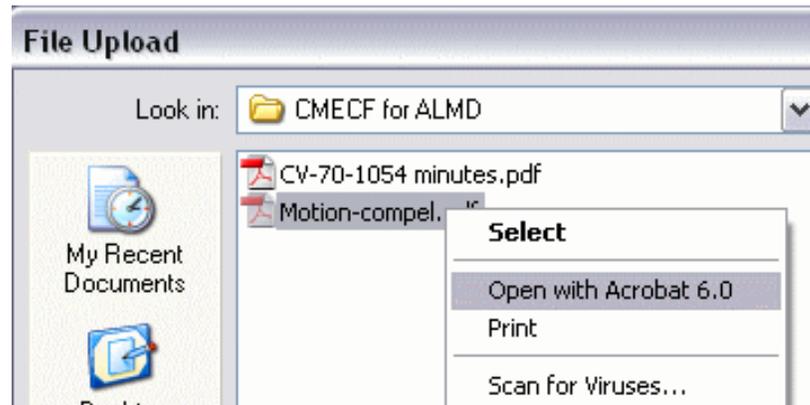
You'll find a field for locating and entering the PDF file of the document you are filing in ECF.

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



- ◆ If necessary, change the **Files of type** to "All Files (*.*)"
- ◆ 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: To make sure you are uploading the correct document, right click on the highlighted file name to open a quick menu and left click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. Better view it to be safe.*



- ◆ Once you know you have the correct document, close Adobe Acrobat and click on the **[Open]** button. ECF will close the File Upload screen and insert 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 will open. Go to the section entitled “Modifying Docket Text” to finish your filing.
- ◆ If you have Attachments to your motion, select **[Yes]** on the screen depicted above. Click on **[Next]** and proceed to the first step in the section entitled “Adding Attachments to Documents Being Filed”.
- ◆ If the document you selected is not in PDF format, ECF will display the following error message after you click the **[Next]** button.

**ERROR: Document is not a well-formed PDF document
(no further information is available)**

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

Failure to Select A Document to File

If you don't select a document to file with your pleading, ECF will display the error message depicted below.



- ◆ Simply click **[OK]** and ECF will return you to the Motions screen so you can select a document. You cannot proceed without attaching a PDF document.

5. *Add attachments to documents being filed*

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

- ◆ Click on **[Browse]** to search for the document attachment.
- ◆ Next to the field for attachment **Type**, click on the arrow. A pulldown screen will open. Select the type of attachment by clicking on it.
- ◆ Describe the attachment fully by clicking in the **Description** box and typing a clear and concise description of the attachment.



- ◆ Click on **[Add to List]**. ECF adds the selected document as an attachment to the pleading. Another Motions screen opens to display the file name of the newly attached document.
- ◆ Repeat the sequence for each additional attachment.
- ◆ After you add all of the PDF document attachments, click on **[Next]**.

When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 10MB in size, can be submitted in paper format. Lengthy documents handled by the Clerk's Office in paper form need to be held together by removable spring binder clips. If the document is filed conventionally, it will be your responsibility to serve conventional copies on all other parties to the case. (Word of advice – save the postage or courier costs. Scan it . . .)

Note: Lengthy paper attachments can be divided into multiple smaller, 10mb attachments so that they may be scanned and filed electronically.

6. *Modify docket text*

The screenshot shows a web interface for filing motions. At the top, it says "Motions" and "1:03-cv-10000-MHT-VPM Black v. Glover et al". Below that, there's a section for "Docket Text: Modify as Appropriate." The text entered is "MOTION to Compel [redacted] by Wayne Black .". A dropdown menu is open, showing "(burkhard_att,)". Two arrows point to the dropdown and the text area. At the bottom, there are "Next" and "Clear" buttons.

Click on the button shown here to open a modifier drop-down list. Select a modifier (First, Second, Third, etc.), if appropriate. Click in the open text area to type additional text for the description of the pleading. Please make sure your description is clear.

7. *Submit the pleading.*

- ◆ Click on the **[Next]** button. A new 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 **[Back]** button on the Netscape toolbar to find the screen you wish to alter.

Motions

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Docket Text: Final Text

First MOTION to Compel *Disclosure of processes* by Wayne Black. (burkhard_att,)

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

Next

Clear

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; OR*
- ◆ *clicking on the Web Browser [Back] button until you return to the desired screen.*

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

8. Notice of Electronic Filing

ECF opens a new window displaying an ECF filing receipt (see next page).

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

Note: The Notice of Electronic Filing represents your Certificate of Service. We strongly recommend that you copy it to a file on your computer's 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 registered for electronic noticing. The ECF filing report also displays the names and addresses of individuals who *will not* be electronically notified of the filing. So who notifies them? You do. ***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.

Motions
[1:03-cv-10000-MHT-VPM Black v. Glover et al](#)

U.S. District Court
Alabama Middle District

Notice of Electronic Filing

The following transaction was received from burkhard_att, entered on 2/25/2004 at 7:47 AM CST and filed on 2/25/2004

Case Name: Black v. Glover et al
Case Number: [1:03-cv-10000](#)
Filer: Wayne Black
Document Number: [91](#)

Docket Text:
First MOTION to Compel *Disclosure of processes* by Wayne Black. (burkhard_att,)

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1053018227 [Date=2/25/2004] [FileNumber=54306-0]
[362b6c5cf0c21cfac1faf300cabbaf06954feb8ec99d22be9ea6a0b419009b2c8c918
ca4fcb58c8ddeb867750c949eb1ae1294fb65c9b66dd536ca534daa1f1c]]

1:03-cv-10000 Notice will be electronically mailed to:

Amy J. Karchy Debra_Yates@almd.uscourts.gov,
yates_att Debra_Yates@almd.uscourts.gov,

1:03-cv-10000 Notice will not be electronically mailed to: 

Wayne Black
AIS #137192
Kilby Correctional Facility
PO Box 150

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to designated attorneys and parties who have registered for electronic noticing. These individuals are entitled to a “free peek” for each e-mail address – that is one look, free of charge, at the filed document by clicking on the associated hyperlinked document number (the **91** in this case) embedded in the **Notice of Electronic Filing**. *The filer* is permitted one free look at the document and the Docket Sheet to verify that the pleading was properly docketed. We strongly urge you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. The next time you want to look at that case docket sheet and pleading in CM/ECF, you’ll need your PACER account – login and password -- as it will be subject to regular PACER fees.



*Note: It is the **responsibility of the filer** 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. This is indicated in the above document by a large arrow pointed to the statement “**Notice will not be electronically mailed to:**” The arrow won’t be there when you get your receipt, so please make a note of the location and look for it in your receipt .*

How Can I Know Who To Mail To In Advance?

Under the Utilities menu (click **Utilities** in the blue menu bar), there’s an option called **Mailings** under the Miscellaneous heading. There is where you’ll find your mailing information on a case. But we’ll cover that later.

Mailing Information for a Case 2:04-cv-08030-MEF-CSC

Electronic Mail Notice List

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

- (No e-mail recipients)

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.

Prince Charming
Charming & Charming
1404 Upper Kingstown Rd
Prattville, AL 36068

Smiley Foxx
Foxx and Hound
112 Adams Rd
Montgomery, AL 36104

Criminal Events Menu

Filing Documents for Criminal Cases

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

1. Select the event to file (see Attorney Criminal Event Menu - Appendix B);
2. Enter the case number in which the document is to be filed;
3. Designate the party(s) filing the document;
4. Select the type of document to file.
5. Specify the PDF file name and location for the document to be filed.
6. Add attachments, if any, to the document being filed.
7. Modify docket text as necessary
8. Submit the pleading to ECF
9. Receive notification of electronic filing
10. Serve those parties not on electronic notice by conventional means.

After successfully logging into ECF (see page 9), follow these steps to file a pleading.

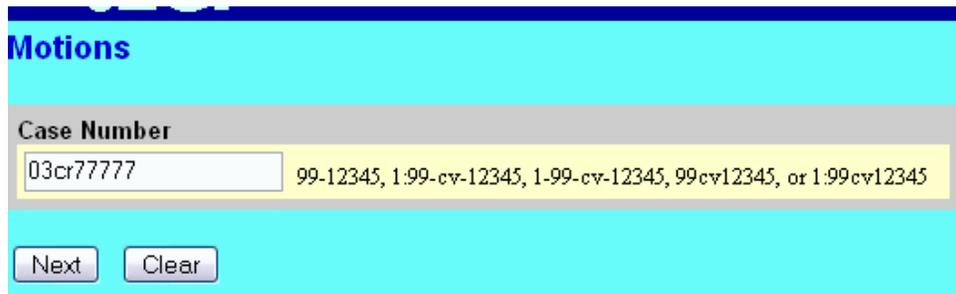


Select **Criminal** from the blue menu bar at the top of the ECF screen. The Criminal Event window opens displaying all of the events from which you may choose for your filing. This section of the User's Manual describes the process for filing a Motion in ECF. The process is similar for filing other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

1. *Select the type of event to file*
Click on **Motions**, under Motions and Related Filings



2. *Enter the case number in which the document is to be filed.*
A new 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 **[Back]** to re-enter. When the case number is correct, click **[Next]**



Motions

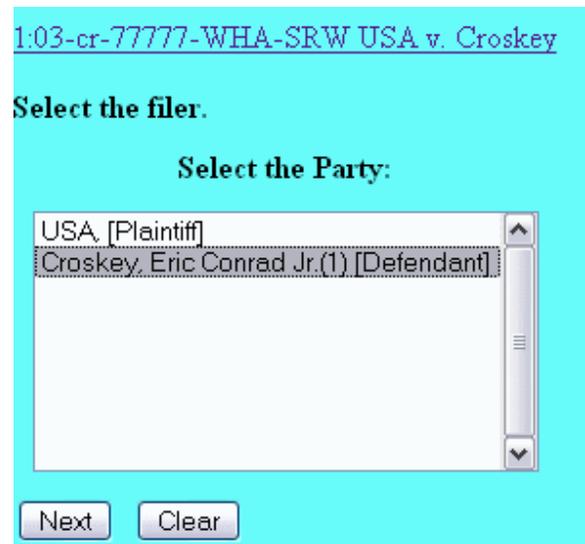
Case Number

03cr77777 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Note: if the case number you are working on is 3:02cr101, you could enter the case number in any of the following formats: 02-101, 02cr101, 3:02-cr-101, 3-02-cr-101, 3:02cr101. Pick one, any one.

3. *Designate the party(s) filing the document.*
Highlight the name of the party or parties filing the motion. Click **[Next]**



1:03-cr-77777-WHA-SRW USA v. Croskey

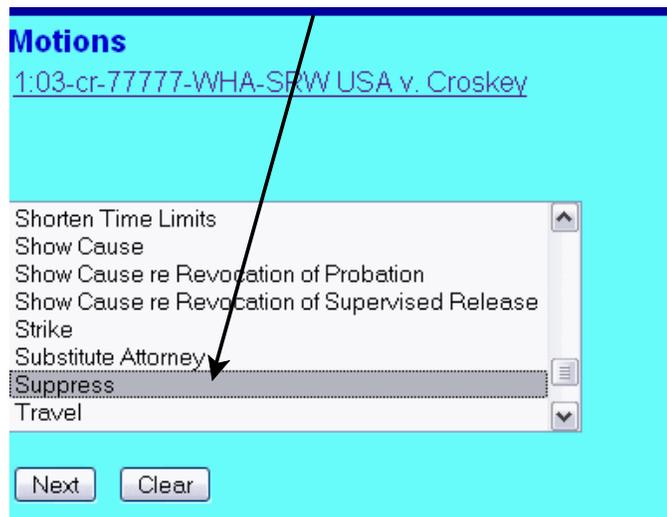
Select the filer.

Select the Party:

USA, [Plaintiff]
Croskey, Eric Conrad Jr.(1) [Defendant]

Next Clear

4. *Select the type of document to file.*
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, let's highlight Suppress. Click on **[Next]**.

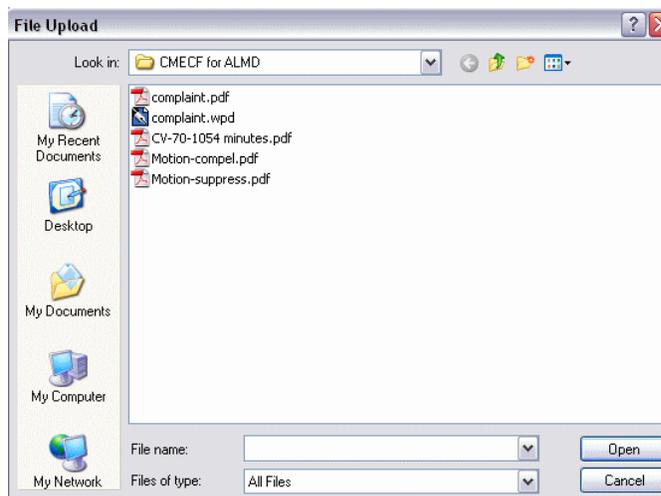


5. Specify the PDF file name and location for the document to be filed.
ECF displays a new screen with a field for locating and entering the PDF file of the document you are filing in ECF.

*Note: You **must** upload an electronic copy of the actual pleading when prompted by the system. All documents filed in ECF **MUST** be in PDF format. Otherwise, ECF will not accept the document and users will be unable to retrieve and read your document from within ECF. Not to mention the fact that your document will not be filed, so if you're meeting a deadline . . .*

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

- ◆ If necessary, change the Files of type to “All Files (*.*)”
- ◆ 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: To make sure you are uploading the correct document, right click on the highlighted file name to open a quick menu and left click on **[open]**. (See instructions on page 17). Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. Better view it to be safe.*

- ◆ 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 Step 7 – “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 Step 6 – “Adding Attachments to Documents Being Filed”.
- ◆ If you selected and highlighted a file that is not in PDF format, ECF will display the following error message after you click on the **[Next]** button.

**ERROR: Document is not a well-formed PDF document
(no further information is available).**

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

Failure to Select A Document to File

If you do not select a document to file with your pleading, ECF will display the error message depicted below. Click **[OK]** and the system will return you to the previous screen so you can select a document. You cannot proceed without attaching a PDF document.



6. Add attachments to documents being filed

If you need to attach documents to your motion and clicked on “Yes” during the previous step, a new screen appears.

Motions
[1:03-cr-77777-WHA-SRW USA v. Croskey](#)

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 pulldown screen. Highlight the type of attachment from the displayed selection.
- ◆ Describe the attachment fully by clicking in the Description box and typing a clear and concise description of the attachment.

Type

- Affidavit
- Appendix
- Civil Cover Sheet
- Errata
- Exhibit
- Supplement
- Text of Proposed Order

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

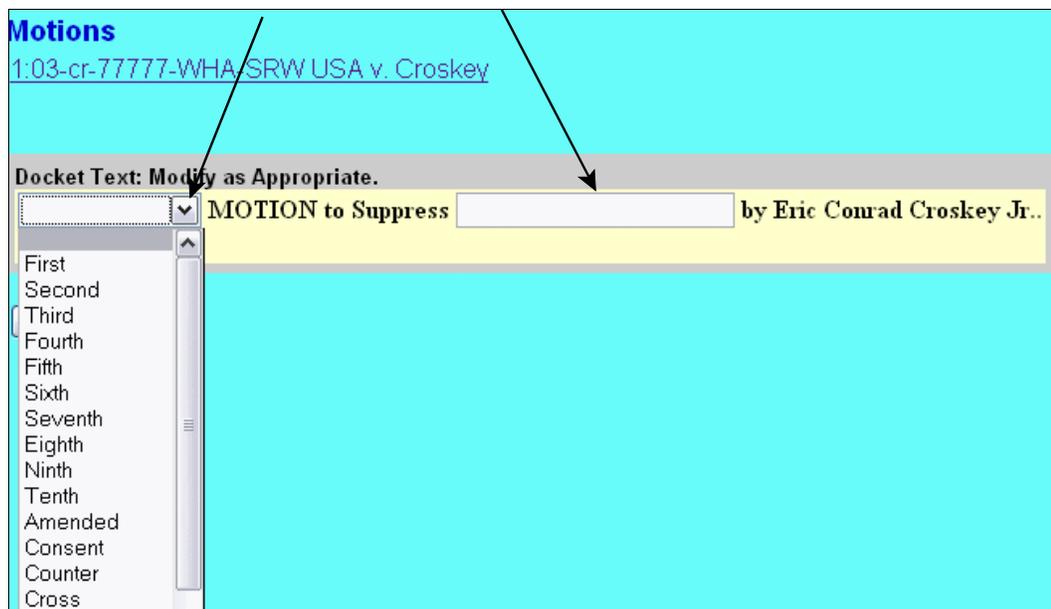
When attachments and exhibits are in paper format

Attachments and exhibits that cannot be created and filed electronically and when scanned are greater than 10MB in size, can be submitted in paper format. Lengthy documents handled by the Clerk’s Office in paper form need to be held together by removable spring binder clips. If the document is filed conventionally, it will be your responsibility to serve conventional copies on all other parties to the case. (Word of advice – save the postage or courier costs. Scan it . . .)

Note: Lengthy paper attachments can be divided into multiple smaller, 10mb attachments so that they may be scanned and filed electronically.

7. *Modify docket text*

Click on the button shown here to open the 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.



8. *Submit the pleading.*

- ◆ Click [**Next**]. Another window appears with the complete text for the docket report (see the next page)

Motions

[1:03-cr-77777-WHA-SRW USA v. Croskey](#)

Docket Text: Final Text

Second MOTION to Suppress *statements and physical evidence* by Eric Conrad Croskey Jr.. (burkhard_att,)

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

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; OR*
- ◆ *clicking on the Web Browser [Back] button until you return to the desired screen.*

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

9. *Notice of Electronic Filing*

The system opens a new window displaying the ECF filing receipt (see next page). The receipt 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. Note this number on the document's PDF file.

- ◆ Select [**Print**] on the browser toolbar to print the document receipt; *AND*
- ◆ Select [**File**] on the browser menu bar, and choose **Save Frame As...** from the drop-down menu to save the receipt to a file on the hard drive of your computer.

- ◆ ECF will electronically transmit the **Notice of Electronic Filing** to the attorneys and parties to the case who have registered for electronic noticing. The ECF filing report also displays the names and addresses of individuals who *will not* be electronically notified of the filing. So who notifies them? You do. ***It is the filer's responsibility*** to serve hard copies of the pleading *and* the Notice of Electronic Filing by conventional means to attorneys and parties who are not set up for electronic notification.

[1:03-cr-77777-WHA-SRW USA v. Croskey](#)

U.S. District Court [TRAIN]

Alabama Middle District [TRAIN]

Notice of Electronic Filing

The following transaction was received from burkhard_att, entered on 2/26/2004 at 8:31 AM CST and filed on 2/26/2004

Case Name: USA v. Croskey

Case Number: [1:03-cr-77777](#)

File: Dft No. 1 - Eric Conrad Croskey

Document Number: [30](#)

Docket Text:

Second MOTION to Suppress *statements and physical evidence* by Eric Conrad Croskey Jr.. (burkhard_att,)

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

Document description: Main Document

Original filename: n/a

Electronic document Stamp:

[STAMP dcecfStamp_ID=1053018227 [Date=2/26/2004] [FileNumber=53856-0]
[3ef151104d5baafc9692094691c5e2c61302538069fb701e4bc7cadcd90a2540e7c46
de00af684637550246ce9f88aa0be7fdccf2a0602ff688431660735c963]]

1:03-cr-77777-1 Notice will be electronically mailed to:

1:03-cr-77777-1 Notice will not be electronically mailed to: 

Kent Brunson
U. S. Attorney's Office
P. O. Box 197
Montgomery, AL 36116

Joseph Van Heest
Federal Public Defender
Montgomery, AL 36104

E-Mail Notification of Documents That Were Filed

After a pleading is electronically filed, the ECF System sends a **Notice of Electronic Filing** to designated attorneys and parties who have registered for electronic noticing. These individuals are entitled to a “free peek” per e-mail address – that is one look, free of charge, at the filed document by clicking on the associated hyperlinked document number (the **30** in this case) embedded in the **Notice of Electronic Filing**. *The filer* is permitted one free look at the document and the Docket Sheet to verify that the pleading was properly docketed. We strongly urge you to copy the Notice of Electronic Filing and pleading documents to your hard-drive for future access. The next time you want to look at that case docket sheet and pleading in CM/ECF, you’ll need your PACER account – login and password -- as it will be subject to regular PACER fees.



*Note: It is the **responsibility of the filer** 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. This is indicated in the above document by a large arrow pointed to the statement “**Notice will not be electronically mailed to:**” The arrow won’t be there when you get your receipt, so please make a note of the location and look for it in your receipt .*

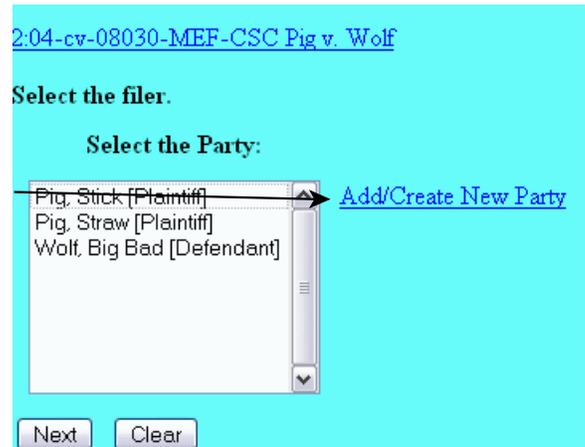
NOTE: *You may file in a criminal case without being the attorney of record. However, you will not be able to view the document after it’s filed if you are not an attorney of record.*



Reminder

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 to the left 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 the name and 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.

Party Information

Last name First name

Middle name Generation Title

Role Pro se

Prisoner Id Office

Unit 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, Generation** and **Title** fields as appropriate. Choose the appropriate **Role** from the drop down list. Click [**Submit**] .
- Leave all other fields blank.

Linking Documents (Refer to existing event)

Some 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.

Refer to existing event(s)?

Filed to

Documents to

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 by “**Refer to existing event(s)?**” and click [Next]. (You do have the option of entering filed dates or document numbers if you would like to further narrow your search. In cases with numerous documents, that would likely be a good idea.)

Once you click [Next], you’re presented with a list of documents that match your search criteria. Click the checkbox for the document you wish to link to and click [Next].

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

- 10/30/2003 60 OBJECTION to [42] Report and Recommendations by Wayne Black. (cc,)
- 10/30/2003 61 WITHDRAWAL of Claim re [59] Claim by Casey's Tavern. (cc,)
- 10/30/2003 62 CLAIM by Tavern on the Green. (cc,)
- 10/30/2003 63 ACKNOWLEDGEMENT OF SERVICE Executed as to Dr. Phil of [1] Complaint, [4] Amended Complaint Acknowledgement filed by US Marshal. (cc,)
- 02/05/2004 64 MEMORANDUM AND OPINION granted plaintiffs' motion to certify class. Signed by Judge Myron H. Thompson on 2/5/04. (cc,)
- 02/05/2004 65 MOTION for Summary Judgment by Lamar Glover. (cc,)
- 02/05/2004 66 ORDER re [65] MOTION for Summary Judgment filed by Lamar Glover Motion Submission Deadline set for 2/24/2004 Response to Motion due by 2/17/2004 for plaintiff, any reply may be filed by 2/24/04. Signed by Judge Myron H. Thompson on 2/5/04. (cc,)

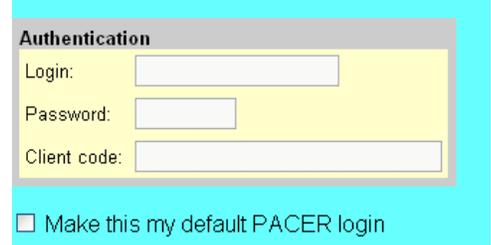
Next

Clear

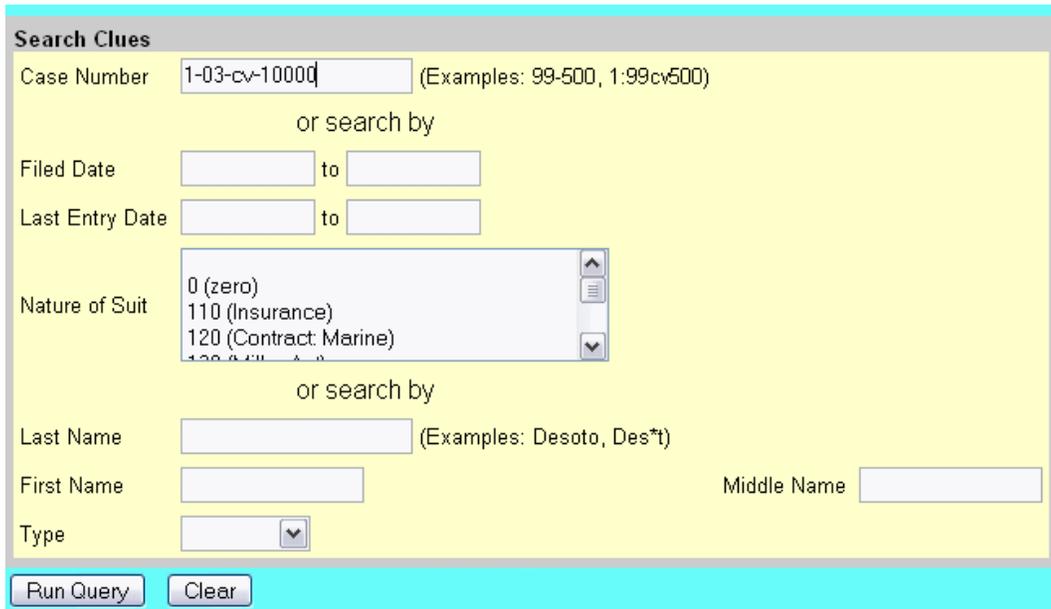
Query Menu

The Query menu can be used to search the Electronic Case Filing (ECF) system for specific case information. To enter the “Query Mode,” click on **Query** on the blue menu bar.

ECF opens the PACER Login screen (it looks much like the regular login screen, doesn't it). You must enter your PACER login and password before the system will let you query the ECF database. Enter your PACER login and password (NOTE: if you check the box labeled “Make this my default PACER login,” you will no longer be asked for your PACER login. That may not be a good thing – you won't know how much of a bill you're running up.)

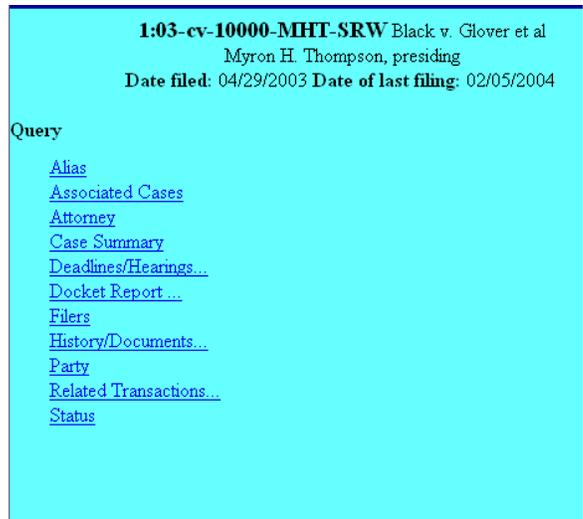


The image shows a PACER Login screen with a yellow background. It has a title bar that says "Authentication". Below the title bar are three input fields: "Login:", "Password:", and "Client code:". At the bottom of the screen is a checkbox labeled "Make this my default PACER login".



The image shows a "Search Clues" screen with a yellow background. It has a title bar that says "Search Clues". Below the title bar are several input fields and a dropdown menu. The "Case Number" field contains "1-03-cv-10000" and has "(Examples: 99-500, 1:99cv500)" next to it. Below this is the text "or search by". There are two "Filed Date" fields with "to" between them. There are two "Last Entry Date" fields with "to" between them. There is a "Nature of Suit" dropdown menu with options: "0 (zero)", "110 (Insurance)", "120 (Contract: Marine)", and "120 (Contract: Marine)". Below this is the text "or search by". There are three input fields: "Last Name" with "(Examples: Desoto, Des*t)", "First Name", and "Middle Name". There is a "Type" dropdown menu. At the bottom are two buttons: "Run Query" and "Clear".

ECF opens a Query data entry screen (shown above). If you know the number that the Court has assigned to the case, you may enter it in the **Case Number** field and click **[Run Query]**. The system opens the query screen depicted to the right.



The image shows a "Query" screen with a yellow background. It has a title bar that says "Query". Below the title bar is the text "1:03-cv-10000-MHT-SRW Black v. Glover et al" and "Myron H. Thompson, presiding". Below this is the text "Date filed: 04/29/2003 Date of last filing: 02/05/2004". Below the title bar is a list of links: "Alias", "Associated Cases", "Attorney", "Case Summary", "Deadlines/Hearings...", "Docket Report...", "Files", "History/Documents...", "Party", "Related Transactions...", and "Status".

Select A Person

There were 2 matching persons.

[Fig. Stick](#) (pty)

[Fig. Straw](#) (pty)

You may search the system 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. (See the figure to the left.)

If you click on the name of the party, ECF will open the query screen depicted below. If the individual is a party to more than one case, ECF will open a screen listing all of the party's cases. Click on the case number hyperlink and ECF opens the query screen depicted below.

This person is a party in 11 cases.

[1:03-cv-09030-MEF-SRW](#) Black v. Glover et al filed 04/29/03

[1:03-cv-09031-MEF-SRW](#) Black v. Glover et al filed 04/29/03

[1:03-cv-09032-MEF-SRW](#) Black v. Glover et al filed 04/29/03

[1:03-cv-09033-MEF-SRW](#) Black v. Glover et al filed 04/29/03

[1:03-cv-09034-MEF-SRW](#) Black v. Glover et al filed 04/29/03

1:03-cv-10000-MHT-SRW Black v. Glover et al
Myron H. Thompson, presiding
Date filed: 04/29/2003 Date of last filing: 02/05/2004

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents...](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)

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

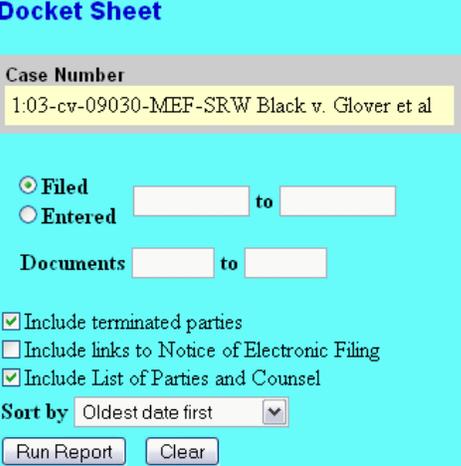
You may also query a case by the nature of suit. You must enter a range for either the filed date or the last entry date in order for the query to run. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time."

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

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.

Deadlines/Hearings – Produces a screen that allows you to query the database by various means to obtain hearing and other schedule deadlines. After you click **[Run Query]**, the system opens the Deadline/Hearings screen. If you click on a document number, ECF will display the actual Scheduling Order for the conference or hearing. If you click on the button to the left of the Deadline/Hearing title, ECF will display the docket information and related docketing entries for the hearing that you selected.



Docket Report – When you select Docket Report, ECF opens the Docket Sheet screen as depicted here. You may select a date range for your docketing report as well as a range of docketing numbers. If you leave the range fields blank, ECF will default to print the entire docketing report. Place a checkmark in the box to Include links to Notice of Electronic Filing if you wish to view them from the docket sheet. Click on the **[Run Report]** button. The system will run your custom report and display it. Click on a document number to see the actual document. Or click the silver ball to display the Electronic Notification Report for the document.

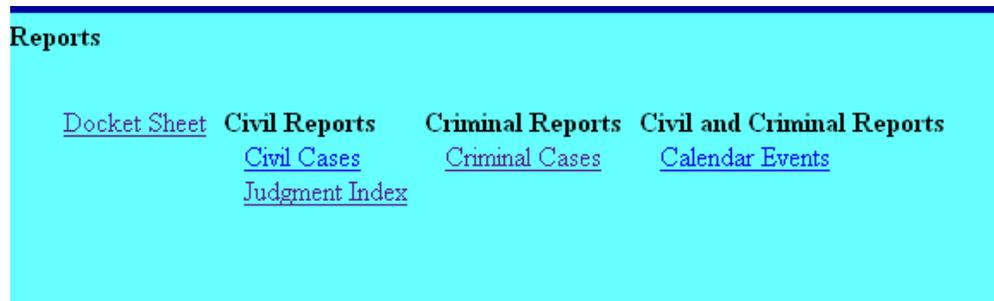
History/Documents – This selection queries the database for case event history and documents associated with the case. After you click on the History/Documents hyperlink, ECF opens the screen depicted in here. You may select the sort order for the report and choose to exhibit all events or only those 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. This particular report lists all of the events and documents associated with the case in reverse chronological order.



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 Menu

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



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

Docket Sheet

Click on the **Docket Sheet** hyperlink and the system opens the PACER login screen (you've seen that before). Enter your PACER login and password. Click **[Login]** and ECF will open the Docket Sheet report query window. This is the same query window that ECF displayed when you selected Docket Report from the Query feature (see page 37). 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 **[Run Report]**. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields or the document number 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. When you click on the [Civil Cases](#) hyperlink, ECF displays a query screen as depicted here.

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

Civil Cases Report

Office: Dothan
Montgomery

Case type: Civil
Miscellaneous

Nature of suit: 0 (zero)
110 (Insurance)

Case flags: 27BC
27BD
27BF

Cause: 0 (No cause code entered)
02.0431 (02:431 Fed. Election...)
02.0432 (02:432 Fed. Election...)

Filed: 2/19/2004 to 2/26/2004

Terminal digit(s): 2, 4, 7 Open cases
 Closed cases

Sort by: Case Number

Enter the range of 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, you'll get a report for all cases opened in ECF. This picture depicts part of a report. The far-left column of the 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.*)

Civil Cases Report				
U.S. District Court [TRAIN] -- Alabama Middle District [TRAIN]				
Filed Report Period: 02/27/2003 - 02/26/2004				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
1:03-cv-09030-MEF-SRW Black v. Glover et al	Filed: 04/29/2003		303	Cause: 42:1983 Prisoner Civil Rights NOS: Habeas Corpus (Prison Condition) Office: Dothan Presider: Mark E. Fuller Referral: Susan Russ Walker Jury demand: None Case Flags: ANDERSON STAYED
1:03-cv-09031-MEF-SRW Black v. Glover et al	Filed: 04/29/2003		303	Cause: 42:1983 Prisoner Civil Rights NOS: Habeas Corpus (Prison Condition) Office: Dothan Presider: Mark E. Fuller Referral: Susan Russ Walker Jury demand: None Case Flags: MULLIKIN
1:03-cv-09032-MEF-SRW Black v. Glover et al	Filed: 04/29/2003		303	Cause: 42:1983 Prisoner Civil Rights NOS: Habeas Corpus (Prison Condition) Office: Dothan Presider: Mark E. Fuller Referral: Susan Russ Walker Jury demand: None Case Flags: WILLOUGHBY

Utilities Feature

The Utilities menu lets you maintain your ECF account and view all of your ECF transactions.

Your Account

This section of the Utilities menu lets you maintain certain aspects of your ECF account with the Court.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the Maintain User Account information screen. This screen displays all of the registration information that is contained within the ECF database for your account with the Court. This includes Bar Identification and Bar status. **YOU WILL BE RESPONSIBLE FOR CHANGING YOUR PHYSICAL ADDRESS WHEN NECESSARY.** (See the *Civil Administrative Procedures for more information.*)

Clicking on the **[E-mail information]** button opens the following screen.

The screenshot shows a web browser window titled "CM/ECF - U.S. District Court: ALMD-Account Maintenance - Windows Int...". The address bar shows "https://ecf.almd.uscou...". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page header features the ECF logo and navigation tabs for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is titled "Email Information for Attorney R Good" and is divided into two columns: "Registered e-mail addresses" and "Configuration options".

Registered e-mail addresses:

- Primary e-mail address: Goodeattorney@alalawyer.net
- Secondary e-mail addresses: Assistant2atty@alalawyer.net
- [add new e-mail address](#)

Buttons: "Return to Person Information Screen" and "Clear".

Configuration options:

- Boodeattorney@alalawyer.net
- Should this e-mail address receive notices? Yes No
- How should notices be sent to this e-mail address? Per Filing Summary Report
- In what format should notices be sent to this e-mail address? HTML Text
- Should this e-mail address receive general announcement notices from this court? Yes No
- Button: "Show all cases for this e-mail address" (Copy case lists from here)

Case-specific options:

Add additional cases for noticing

These cases will send notice *per filing*. (default method)

Buttons: "Remove selected cases" and "Change selected cases to notice as a summary report"

These cases will send notice as a *summary report*. (alternate method)

Buttons: "Remove selected cases" and "Change selected cases to notice per filing"

The browser's status bar at the bottom shows "Internet" and a zoom level of "75%".

The ECF system will e-mail Notices of Electronic Filing to parties based on the information in this screen. When you register for Electronic Case Filing, your e-mail address will automatically be here. You may change it at any time. To enter additional e-mail address (remember – one free peek per e-mail address), take the following steps:

- ◆ Click on the link which reads “ add new e-mail address”.
- ◆ Enter the e-mail addresses of the folks you wish notified concerning ECF activity.
- ◆ Pick the format (defaults to HTML) of the ECF notices.

When you’re done updating your account information, click **[Return to Person Information screen]** to return to your Maintain User Account screen.

To edit or view login information about your account, select the button labeled **[More User Information]** from the Maintain User Account screen. ECF opens the following screen.

More User Information for burkhard_att

Login	burkhard_att	Last login	02-26-2004 13:02
Password	*****	Current login	02-26-2004 13:02
Prid	36	Create date	08/22/2003
Registered	Y	Update date	10/02/2003
Groups	Attorney		

This screen displays your login information and provides the means to change your ECF password. *(Notice that ECF displays a string of asterisks in the Password field. So you can't figure out a password by looking at the password.)* To change your ECF password, place your cursor in the Password field and delete the asterisks. Then type in your new password. ECF displays the actual characters of your new password as you type. Passwords are limited to 8 characters – letters and numbers only. When you have finished updating your information in this screen, click **[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 **[Submit]** at the bottom of the Maintain User Account screen to submit your changes to ECF. You may have to click through a few screens by clicking on **[Submit]**. ECF will notify you onscreen that your updates were accepted. AND if you changed passwords, you may begin using the new password during your next ECF session.

Viewing Your Transaction Log

From the Utilities menu, click **View your Transaction Log**. The system will open a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report - a beginning date and an ending date. Enter the date range for your report and click [**Submit**]. The system then displays a report of all your transactions in ECF within the date range you specified. See below for a sample transaction log report.

Transaction Log			
Report Period: 02/13/2004 - 02/26/2004			
Id	Date	Case Number	Text
122465	02/26/2004 08:31:39	1-03-cr-77777-1	Second MOTION to Suppress <I>statements and physical evidence</I> by Eric Conrad Croskey Jr.. (burkhard_att,)
122489	02/26/2004 14:01:35		Updated person record: burkhard_att Prid: 36
122489	02/26/2004 14:01:36		Updated user record: burkhard_att 36

Total Number of Transactions: 3

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.

If you find that unauthorized individuals have entered transactions using your login and password, please notify the Court's Help Desk immediately. Ok, and if all your transactions are not reflected, first double check your own records. Then call the Help Desk.

Miscellaneous

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

- Legal Research
- Mailings
- Verify a Document

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

Click on the **Mailings** hyperlink to opens a new screen for requesting mailing information from ECF. If you click on that link, it opens the screen on the next page.

Mailings

[Mail Notification Requests](#)

[Mailing Info for a Case](#)

[Mailing Labels by Case](#)

- **Mail Notification Requests** simply provides information on electronic noticing for the party or parties you select. You may select multiple parties by holding down the CTRL key and click on the individual party with your mouse.
- **Mailing Info for a Case** lets you select a case number and see how each of the parties involved are noticed, whether by e-mail or by conventional means. (You may want to do this before you file so that you'll know how many need to be served other than by e-mail.)
- **Mailing Labels by Case** will let you display and/or print mailing labels by case and by party, including the judge. However, these labels won't fit on any of Avery's standard labels. You'll have to cut and paste.

Select the **Verify a Document** hyperlink to locate a particular document attached to a particular case. Enter the case number into the blank provided, enter the document number and press [Next]. It'll display a report like the following:

Verify Document(s)

[2:04-cv-08030-MEF-CSC Pig v. Wolf](#)

Date	#	Docket Text
02/23/2004	1	COMPLAINT against Big Bad Wolf (Filing fee \$ 150 receipt number 0408030.), filed by Stick Pig, Straw Pig (kb,) (Entered: 02/25/2004)

File size is 15240

Original Signature(s)

Document No: 53853
Document description: Main Document
Original filename: complaint.pdf
Electronic document Stamp:
[STAMP dcecfStamp_ID=1053018227 [Date=2/25/2004] [FileNumber=53853-0]
[95d58c64db35402615681bb6acae85b1734d19bea00ee0b69b44e3380b32a3a93b3a6
faa8928b513e4513c4c78e8b08db10e220553c890a61c7d5a67a4e73fea]]

Verified Signature(s)

Document No: 53853
Document description: Main Document
Original filename: complaint.pdf
Electronic document Stamp:
[STAMP dcecfStamp_ID=1053018227 [Date=2/25/2004] [FileNumber=53853-0]
[95d58c64db35402615681bb6acae85b1734d19bea00ee0b69b44e3380b32a3a93b3a6
faa8928b513e4513c4c78e8b08db10e220553c890a61c7d5a67a4e73fea]]

The documents signatures are the same

And you'll know the document is "as filed."

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system. Click 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. (Note: It's not a necessary step, as ECF will log you out after 10 minutes of inactivity. But it's a good habit to get into.)

Additional Information Regarding ECF

Sealed Documents

Continue to file sealed documents at the District Court Clerk's office in accordance with the Civil and Criminal Administrative Procedures. These procedures are available at our website: www.almd.uscourts.gov OR if you received a printed copy of this manual, look at the last two sections.

Help Desk

Yes, I know. I already told you this. BUT if you have questions or need help, call the help desk at 334/954-3935 or e-mail Efile_Help@almd.uscourts.gov. We're here to answer your questions.

