

Electronic Case Filing Attorney User Manual



**Western District of
of
Tennessee**

Version V (May 29, 2014)

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I. GENERAL

A. Overview

1. Use of this Manual and the ECF Policies and Procedures

This manual provides instructions on how to use the Western District of Tennessee's *Electronic Case Filing (ECF) System*. This system allows properly authorized attorneys (*Filing Users*) to electronically file and retrieve documents. It also facilitates the electronic service of documents on other *Filing Users*.

Please note that screen captures are for purposes of demonstration and may not be exactly what is displayed from the current version of ECF and/or your browser.

Use of the *ECF System* also requires a working knowledge of an internet browser (*e.g.*, Internet Explorer or Netscape) and the ability to use a *PDF* reader-writer program (*e.g.*, Adobe Acrobat). Only the most generic instructions as to use of these type programs are provided in this manual.

2. Help Desk

If you have questions about the *ECF System* after reviewing the ECF Manuals and completing the ECF On-Line Training or have problems filing a document, please email your questions and/or concerns to cmecfhelpdesk@tnwd.uscourts.gov. Clerk's staff will be available to help you between 8:30 a.m. and 4:30 p.m. Central Time, Monday through Friday (excluding holidays).

This manual provides instructions on use of the *ECF System* and, therefore, includes some general information on types of external programs and hardware you will need for this purpose. Court personnel cannot give you technical advice or assist you with specific questions regarding your chosen hardware, software programs (*e.g.*, specific *PDF* reader-writer programs), or the internet (*e.g.*, internet browsers). Such questions should be directed to your hardware, software, or internet service provider.

Systems can offer local technical support issues ranging from password problems, scanning issues, document conversion errors, etc.

Additional information regarding electronic filing can be obtained from our web page: www.tnwd.uscourts.gov

or by writing to:

CM/ECF- Western Division
United States District Court
167 N. Main, Ste. 242
Memphis, TN 38103

or to:

CM/ECF- Eastern Division
United States District Court
111 S. Highland Ave., Ste. 262
Jackson, TN 38301

NOTE: Filing by facsimile is not allowed, but a facsimile submission is allowed to preserve the time for filing in the event of a *Technical Failure* or other equipment failure.

ECF System Website

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

Questions regarding *PACER* should be directed to the PACER Service Center. *See infra* § I.B.3.

<http://www.pacer.gov/>

The PACER Service Center (PSC) is the National Technical Help Desk. For technical questions, contact the PACER Service Center (PSC) at 1.800.676.6856. PSC is responsible for public support of the application including general setup questions, password administration, technical questions, and billing services. They will answer questions about browser problems or connection issues, installing and using Adobe Acrobat, and any PACER questions. Users may also e-mail questions which are answered on a daily basis. Telephone support is offered from 8:00 a.m. to 5:00 p.m. Central Time. The PSC e-mail address is pacer@psc.uscourts.gov.

3. The Court's Web Page and *ECF System Capabilities*

The court's web page (www.tnwd.uscourts.gov) will allow anyone with internet access to:

- View or download the most recent versions of the court's ECF manuals, handbooks, and forms referenced in said manuals;
- Self-train on the web-based *ECF* tutorial and computer-based training modules;
- Practice filing documents in the *ECF* "training" database;

Filing Users may also:

- View and save documents hyperlinked to the *NEF* (one time "free look");
- Electronically file documents in actual cases and electronically serve them on other *Filing Users* and *Pro Hac Vice Participants* (*PHV Participants*).

Persons with *PACER* accounts may also:

- View docket sheets;
- View filed documents in all cases (subject to some confidentiality limitations);
- View various reports (*e.g.*, civil cases report, judgments) for cases that have been electronically filed.

4. Electronic Service – Notice of Electronic Filing

One of the major benefits of the *ECF System* is electronic service of most filed submissions.* When a document is filed using the *ECF System*, a *Notice of Electronic Filing (NEF)* is automatically sent to the e-mail addresses provided for the *Filing Users* and *PHV Participants* in that action. The date on the *NEF* is the filed date. Filing is not complete until the *NEF* is produced.

- * By registering as a *Filing User* or *Pro Hac Vice Participant*, an attorney consents to electronic service of all filed documents other than documents for which electronic service is prohibited (*e.g.*, summons, complaint, indictment, and warrants).

NOTE: Be sure the *ECF System's* address(es) is/are removed from your spam filter so it will not reject the system's e-mails.

Individuals who receive electronic notification of a filing are permitted one “free look” at the document by clicking once on the associated hyperlinked document number embedded in the *NEF*.** The document may be saved to your computer at that time for future “free” access. Subsequent retrieval of the case docket sheet and documents from the *ECF System* must be made through your *PACER* account and is subject to regular *PACER* fees.

- ** The hyperlink to access the document will expire after the earlier of: (1) the first use; or (2) 15 days from transmission of the *NEF*. Any time that same hyperlink is accessed after it has expired, the *NEF* recipient will be asked for a *PACER* login and will be charged to view the document.

The attorney who electronically files a document must also make *Traditional Service* on *pro se* litigants and attorneys who are not *Filing Users* or *PHV Participants*.*** The *NEF* must be included with the documents served. Proof of such service shall be electronically filed with the court within one (1) business day after the electronic filing of the document (as shown on the *NEF*).

- *** The *NEF* will indicate which attorneys have received electronic service and will also list associated counsel and any *pro se* parties who have not been served via *NEF*. The *Filing User* who filed the document must make *Traditional Service* on any *pro se* parties and attorneys other than attorneys appearing *pro hac vice* who are listed as not having received the *NEF*.

5. Failed Transmission of NEF, E-Mail Accounts and Returned E-Mail

At the end of filing, the system will generate an *NEF* which verifies the transmission was received. If you do not see the *NEF* before logging out, check PACER to see if the filing is reflected on the docket. If it is, the transmission was successful. If it is not, contact the Help Desk.

After filing a document, an *NEF* will be sent by e-mail. Review this e-mailed *NEF* to ensure that there are no apparent problems with the notice (*i.e.*, the hyperlink works properly). If you did see the system's *NEF* before logging out of the system, but you did not receive an e-mailed *NEF*, check PACER to see if the document is reflected on the docket. If it is, the problem is probably with your e-mail. If it is not, the filing failed, and you should either refile or contact the Help Desk.

If the hyperlink on your e-mailed *NEF* does not work properly, contact the Help Desk. If you learn that another party did not actually receive service despite being listed as served on the *NEF*, you are responsible for further service.

You must maintain an e-mail account with enough storage space to receive electronic notices from the court.* If the size of your e-mail account is not sufficient, *NEF* e-mails will fail and be returned to the court where they will be stored for 30 days. The court will check failed e-mails and attempt to re-send. After 30 days, they will be deleted from the system.

* In general, an account with storage space of at least 100 megabytes is sufficient. The e-mail generated from the *ECF System* can be voluminous and exceed the size allocated for free e-mail accounts. You may need to consider purchasing extra storage space from your Internet Service Provider (ISP).

You, as the Filing User, are responsible for keeping the primary and alternative e-mail addresses you provide to the court current at all times. To make updates: on the blue ECF Tool Bar, click on UTILITIES, My Account, Maintain your email, then follow the commands for updates. The court should be notified within 24 hours if you are having difficulty with your ISP. At the same time, you should work with the ISP to resolve the problem. When the problem is resolved, notify the Help Desk so that the court can resend the *NEF* e-mails to the primary e-mail address on the account.

6. Participation and Transition Period

Unless excused by the court, all members of the Western District of Tennessee Bar shall register as *Filing Users*. Attorneys admitted *pro hac vice* may only participate as *Filing Users* in the case(s) for which pro hac admission was granted., and shall be required to consent to electronic service.

Pursuant to ECF Policy & Procedures 3.1: Pro Hac Vice Applicants must download Motion for Leave to Appear Pro Hac Vice, and e-file completed form into the appropriate case, along with a Certificate of Good Standing of the highest court in which admitted, and email a proposed order to the presiding judge's ECF mailbox.

Attorneys are encouraged to begin participation as soon as possible to maximize the benefits of the system, including electronic service of filed documents and notice of court orders and hearings.*

- * In conjunction with start up of the *ECF System*, the clerk's office will cease routine use of facsimile to deliver hearing notices and orders to attorneys. *Filing Users* and *PHV Participants* will receive immediate notice of filings through *NEF's*. Parties proceeding *pro se* and attorneys admitted to this court's bar who are not *Filing Users* will receive hearing notices and orders through regular mail unless otherwise directed by the court.

7. Signatures

Unless an individual judge's preference indicates otherwise, the *Filing User's* login and password in conjunction with an s/ and the *Filing User's* typed name on the filed document serve as the signature: **s/ John Doe**

Documents that require multiple s/attorney names should be filed in compliance with ECF Policy and Procedures Section 10.4 which authorizes the *Filing User* to add multiple attorney names. Each attorney shall be represented by an s/attorney name and will be added to the case. The attorney filing the document represents that he or she has obtained the original signatures on a hard copy of the document in question and has that document in his or her possession.

Some documents which bear the signatures of persons other than the particular *Filing User* who filed the document (including other *Filing Users*) must be electronically filed as scanned images (*e.g.*, affidavits) except where other procedures are required (*e.g.*, documents signed by multiple attorneys). Special rules apply to a *Filing User's* retention of documents containing original signature(s). See ECF Policy and Procedures Section 10.5.

8. Format of Submitted Documents

Unless a document is required to bear an original signature (see section 7), or is a copy of a paper record from an external source (see section 15), the PDF document should be generated directly from its original word-processing format, rather than being printed to paper and scanned into PDF format.

9. Docket Text Orders and Notices

Judges, their staffs, and the clerk's office have the ability to make docket entries which do not include an attached *PDF* document. For example, a judge may enter a text order granting or denying a motion by entering the ruling directly on the docket.

This docket entry will generate an *NEF* reflecting the content of the docket entry, however there will not be a hyperlink to an image associated with the docket entry. The *NEF* is delivered to all parties and serves as notice of the order. Notices of hearings may also be given through service of an *NEF* reflecting a text entry on the docket.

The *NEF* is electronically delivered to all *Filing Users* and *PHV Participants*. A hard copy will be delivered by other means (generally by regular mail) to all other attorneys and to *pro se* parties.

10. Quality Assurance

The clerk's office will perform a quality assurance review of new civil case filings entered by *Filing Users*. If the clerk's office discovers an error that requires correction, the clerk's office will make an annotation on the docket which will generate an *NEF*. The *NEF* notifies you of a Deficiency Notice or a Courtesy Notice, depending on the nature of the error. The *NEF* is sent to all case participants and to the judge to whom the case is assigned.

The *NEF* will either indicate that the clerk's office policy does not require any further action (Courtesy Notice) or will instruct you to take further action to remedy the apparent error (Deficiency Notice). For instance, if the *Filing User* failed to pay the filing fee, a Deficiency Notice will be entered giving the *Filing User* one business day to correct the deficiency.

While the quality assurance review conducted by the clerk's office will uncover some errors, other errors, particularly involving the filing of the wrong document, may be discovered only by the *Filing User* or others involved in the action.

Some common causes of erroneous filings include:

- posting or attaching the wrong *PDF* file to a docket entry;
- selecting the wrong document type from the menu;
- entering the wrong case number; or
- failing to sign document in correct format.

These type errors can be minimized or eliminated by viewing *PDF* files before posting or attaching them and by double checking entries before transactions are finalized in the *ECF System*. The *ECF System* does not permit changes or modifications to misfiled document(s) or incorrect docket entries after the transaction has been accepted.

NOTE: If an erroneous filing results in failure to meet a deadline, relief should be sought from the presiding judge.

11. Judicial Preferences and Proposed Orders

Different judges will have different requirements as to the filings. **Each judge's instructions and other preferences (including delivery method and timing) are posted on their individual websites.**

Proposed orders are to be sent in word processing format (e.g. WordPerfect, Microsoft Word) to the assigned judge's chambers e-mail address which can be obtained from our web page under Case Information, Chambers Email Addresses or by calling the clerk's

office.

12. Technical Failure

A *Technical Failure* is defined as a malfunction of court-owned or court-leased hardware, software, or telecommunications facilities which results in the inability of a *Filing User* to electronically file a document. *Technical Failure* does not include malfunctioning of a *Filing User's* equipment, hardware, or software. facsimile numbers are provided on the last page of this manual or, if you still have e-mail functionality, calling the Help Desk for instructions and a possible e-mail address to use for that filing). You must still perfect proper electronic filing within one business day after the *Technical Failure* is remedied.

13. Malfunction of *Filing User's* Equipment

If **your** equipment malfunctions, either hardware or software, you may preserve your time for filing using the same methods as allowed for *Technical Failures*. You must still perfect proper filing within one business day after preserving your time. The filing should be perfected by electronic filing on the *ECF System*. In the event electronic filing is not possible, you should call the Help Desk to arrange filing by the *Traditional Filing Method* or other means (*e.g.*, if you still have e-mail functionality, you may be provided with a specific e-mail address to use for that filing).

14. Public Access and Sensitive Information

The *ECF System* will facilitate public access to court documents. Together with the benefits provided, comes an increased risk of misuse of sensitive information. For this reason, special rules apply to the inclusion of confidential business information, as well as certain personal information (*e.g.*, names of minors, personal identification numbers, financial information, and identifying information relating to jurors). These rules place the burden on the individual making the filing to ensure proper protection.*

- * The same risks apply regardless of whether the document is filed by the *Traditional Filing Method* or electronically through the *ECF System*. The same protections should, therefore, be applied regardless of the filing method.

15. Attachments and Exhibits

Attachments and exhibits to motions or memoranda must be submitted in electronic form as attachments to the main document. The following rules govern these attachments:

Excerpts. Only pertinent excerpts of the referenced document(s) should be submitted unless the full document is sufficiently short or the relevant excerpts so extensive that submission of excerpts would not result in a significantly shorter document. Excerpts should be identified as such and should include appropriate identifying and authenticating pages (*e.g.*, deposition cover page or first and last pages of contracts).

Originals. The original or complete hard copy of a document for which excerpts are filed electronically need not be filed unless requested by the court.

Size. A single attachment may not exceed 30 MB (30,000 KB) in its *PDF* form.

Scanning Guidelines. Documents which are scanned from paper, rather than being generated via a word-processing program, should be scanned at 300 dpi and in black-and-white. Scanning at higher resolutions, or in color or greyscale, will result in much larger documents, which are likely to exceed the 30 MB limitation.

Multiple Attachments. Multiple exhibits (or other attachments) may be linked to the primary document as individual attachments or, if they do not exceed the allowable size, combined as a single attachment. If multiple exhibits are linked as a single attachment, they shall include a cover sheet indexing the exhibits. If this method is used, the *Filing User* is strongly encouraged to include internal bookmarks to aid the court in electronically locating the proper exhibit.

B. Getting Started

1. Hardware and Software Requirements

Technical requirements are minimal and inexpensive. All that is needed is access to a personal computer with:

- the ability to create or convert documents into *Portable Document Format (PDF)* (one or more of the following):
 - *PDF* writer software (*e.g.*, Adobe Acrobat)
 - a word processor that can create *PDFs*
- a scanner and software to create *PDFs*
- an internet connection to access the *ECF System* and e-mail. Dial-up connections work, but a faster connection (DSL, high speed cable, etc.) is recommended.
- an approved internet browser. The *ECF System* has been tested and works correctly with Internet Explorer Version 7 and 8, and Mozilla Firefox 3.5. Although not rigorously tested and certified, the *ECF System* also seems to work equally as well with Internet Explorer 9, Google Chrome, and later versions of Mozilla Firefox.
- *PDF* reader software (such as Adobe Acrobat Reader)
- an e-mail address
- an *ECF* account
- a *PACER* account. While *Filing Users* may file documents without a *PACER* account, they will be limited in their ability to retrieve documents or to query the *ECF System* without a *PACER* account.

Portable Document Format (PDF) is the key to the system. *PDF* makes all documents viewable in their original format on any computer whether they were scanned or converted from a word processing document.

2. Credit Card Requirement

In order to file an initiating or other document which requires payment of a filing fee (e.g., motion for *pro hac vice* admission), you must follow the applicable policy in this manual - . Two exceptions to this rule are initiating an action *in forma pauperis* and filing notices of appeal (which may, in some instances, be filed without prepayment of the filing fee).*

- * If you are seeking to file the action *in forma pauperis*, you may initiate the action without prepayment of fees by including an electronically-filed Application to Proceed without Prepayment of Fees along with your initiating documents. You may wish to contact the Help Desk for additional assistance.

3. PACER Registration

Filing Users must have a *PACER* account in order to view filed documents (except the one “free look”) and 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 1.800.676.6856 for information or to register for an account. Also, you may register for *PACER* online at:

<http://www.pacer.gov/register.html>

A link to *PACER*’s site is provided on the court’s website.

For CM/ECF technical questions, contact the *PACER* Service Center (PSC) at 1-800-676-6856 . PSC is responsible for public support of the CM/ECF application including general setup questions, password administration, technical questions, and billing services. Users may also e-mail questions which are answered on a daily basis. Telephone support is offered from 8:00 a.m. to 5:00 p.m. CST.

4. Registering as a *Filing User*

Before you are registered as a *Filing User*, you must submit a completed ECF Attorney Registration Form. You will be assigned a *Filing User* identification name (login) and password. Your login name will be the last five digits of your state issued bar id and the initials of your first and last name (e.g. 55555cg). The login and password, in conjunction with an s/ and your typed name on the document, serve as the signature for purposes of Fed. R. Civ. P. 11.

You may obtain the Electronic Case Filing Registration Form by calling the Help Desk or by going to the court’s website (www.tnwd.uscourts.gov).

Completed registration forms should be faxed (901-495-1250) or mailed to:

ECF System Registration
United States District Court
167 N. Main St., Ste. 242
Memphis, TN 38103

or

ECF System Registration
United States District Court
Rm 262, 111 S. Highland Ave.
Jackson, TN 38301
Fax 731-421-9210

Once an account has been established, your login and password will be sent to you by e-mail from the clerk's office.

Filing Users agree to protect the security of their passwords. Should your password be compromised, you are responsible for immediately changing it according to the instructions provided with your login and password and in this manual. If you lose or forget your password, call the Help Desk, and a new password will be issued. Court personnel do not have and cannot provide you with your current password.

To practice electronic filing activities, you can visit a training version of the system on the Internet at <http://ecf-train.tnwd.uscourts.gov>.

We strongly recommend that you practice in this "training" database before filing documents in the "live" *ECF System* database.

5. Setting up PDF Reader and Converting to PDF

You will use *PDF* software for two purposes. First, you will use *PDF* reader software to view documents filed in the *ECF System*. Second, you will use *PDF* writer software (or similar capabilities in a word processing or scanning program) to convert documents to *PDF* for filing. Only *PDF* documents may be filed using the *ECF System*.

Important Reminder: Before completing your transmission in the *ECF System*, be sure to preview the *PDF* document to ensure that it appears in its entirety, is not beyond the size limit, and is in the proper format.

Preferred conversion methods. As a general rule, converting from word processing to *PDF* is preferred over scanning because the resulting document is smaller (requires fewer bytes of storage space) and because the text is searchable.

Some documents must be scanned. You will be required to file a scanned image of certain types of documents. First, exhibits normally will need to be scanned rather than converted, even if the underlying document is available in word processing form. Second, certain documents bearing third party signatures (*e.g.*, affidavits) will need to be scanned. (Documents bearing multiple attorney signatures are generally handled differently. Special retention rules apply to all documents bearing an original signature when a scanned document or other document bearing a substitute (s/) signature is filed.

Conversion using PDF Writer Programs. Various vendors provide software to create *PDF* documents. The Federal Judiciary does not endorse or recommend any specific *PDF* software. For purposes of illustration, however, we provide instructions based on one commonly used program, Adobe Acrobat Writer.*

- * These instructions are given as an illustration only. You should consult materials provided by your software vendor for more detailed instructions or if these instructions do not work. When installing and using any software, please review and follow the software vendor's directions.

If you have installed Adobe Acrobat Standard or Professional, you can convert your word processing document to *PDF* while still “in” your word processing document. While in the document, select the print function, then select “Acrobat PDF Writer” or “Adobe PDF” from the drop down list of available printers. The printer name varies based on the version of Acrobat installed on the computer. This “print” process saves the file in *PDF*, with a “.pdf” file extension. (Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere.)

Conversion using Word Processing Program. You may also create *PDF* files using some newer word processing programs, although this may create a larger file and is not, therefore, the preferred method. For example, in WordPerfect 9, 10, 11, and 12, you can click on “File” and then “Publish to PDF” to convert your WordPerfect file (.wpd) to *PDF*. MS-Word (up to version XP) does NOT have this capability.

Conversion via Scanner. Some of the latest generation of scanners have the ability to directly scan to *PDF*. Review the instructions provided with your scanner to determine if your scanner has this capability.

Special Situations

6. Sealed Documents

Sealed documents may be filed in the ECF system by selecting the proper event. However, access will be restricted to court users unless an order granting access to an attorney is entered by the presiding Judicial Officer.

7. Filings Requiring Prior Approval

If the document you wish to file requires leave of court, such as an amended complaint filed after a responsive pleading or a document filed out of time, you should file your motion for leave via the ECF system and simultaneously email your proposed amended document to the presiding judge’s chambers email address. If your motion is granted, the order will either indicate that the document is deemed filed or will direct you to electronically file your document.

8. Proposed Orders

Proposed Orders should be submitted, in word processing format, to the e-mail address of the district judge assigned to the case. The e-mail should include the document number of any associated motion filed through the ECF system. Proposed Orders in civil cases must comply with Local Civil Rule 7.2(a)(1)(A).

II. FILING PROCEDURES

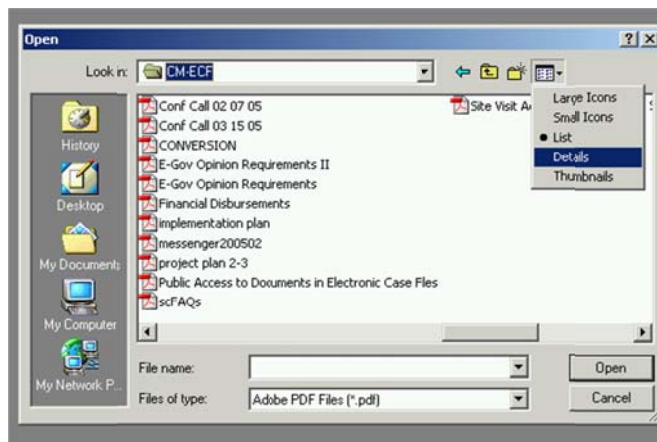
A. Basics

1. General Information

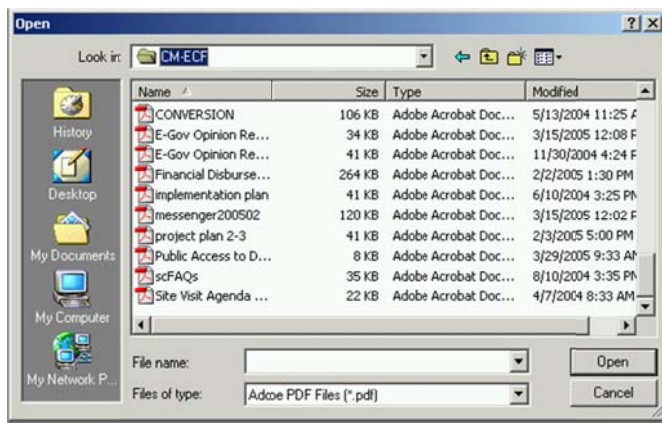
You can download or view the most recent version of the *ECF System's Attorney User Manual* (in PDF format) from the district court's web page at <http://www.tnwd.uscourts.gov>. Look under M/ECF. In order to fully understand the *ECF System*, you must use this portion of the manual in conjunction with the ECF Policies and Procedures located on the court's web page, as well as Part I (General) and Part II (Filing Procedures), Sections B (Civil), C (Query, Reports, Utilities and Other Miscellaneous Information), and D (Help Desk) of the *Attorney User Manual*.

2. Portable Document Format (PDF)

Only PDF documents may be filed using the *ECF System*. Before transmitting the file to the court, *Filing Users* should preview the PDF document to ensure that it appears in its entirety, that it is in proper format, that it is legible, that it is the correct document to be filed, and that it is the proper size. The file size limit is 10 MB (10,000 KB). If your document exceeds the limit, you must divide it into multiple attachments which do not exceed the limit.



NOTE: To determine the size of a document, choose FILE > OPEN - to access the open file dialog box. You will see a list of files in a format determined by your view settings.



Change the view to details and you will see additional file information, including file size.

10,000 KB is 10 MB.

To the extent it is practical and reasonable to do so, electronic data filed with the court should be converted from a word processing system directly to a *PDF* file using a program such as Adobe Acrobat, rather than scanning a paper copy of the document into a *PDF* image file. Conversion from word processing allows for searchability within a document. If a scanned *PDF* document is submitted, it must be previewed for readability.

Because all documents must be submitted in a Portable Document Format (*PDF*), fonts and resolution should be chosen for best quality conversion. The court only allows use of the following fonts (for documents to be converted from word processing format) because they convert best: **Times New Roman, Arial, and Courier New**. Size of font must be (at least) 12 point.

3. Signatures and Retention

The *Filing User's* login and password in conjunction with an s/ and the *Filing User's* typed name on the filed document serve as the signature. Documents which bear the signatures of persons other than the particular *Filing User* who filed the document (including other *Filing Users*) must be electronically filed as scanned images (*e.g.*, affidavits) except where other procedures are required (*e.g.*, documents signed by multiple attorneys). Special rules apply to a *Filing User's* retention of documents containing original signature(s).

4. Conventions Used in this Manual

- Data to be entered by the *Filing 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 type.

5. How to View a *PDF* Document

These instructions are given based on the most commonly used *PDF* reader program, Adobe Acrobat. Other *PDF* reader programs may be used and may differently operate.

- Start the *PDF* program (*e.g.*, Adobe Acrobat).
- Go to [**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 document is in *PDF*, the *PDF* program will load the file and display it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, the scroll bars may be used to move through the document.

- Click on [**View Menu**] for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

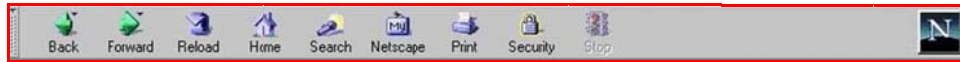
6. Manipulating the Screens

Each screen has the following two buttons:

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

[**Next**] accepts the entry just made and displays it.

7. Correcting a Mistake



Prior to transmission, use the [**Back**] button in the browser toolbar to go back and correct an entry made on a previous screen. Once the document is transmitted to the court, the clerk's office will notify you by an *NEF* if court personnel determine that changes or corrections are necessary. If you learn of an error, you should contact the Help Desk. No docket entry will be deleted. In exceptional circumstances, the clerk's office can delete the attachment to an entry, after which an *NEF* annotation of said deletion will be sent. If changes are made to an entry, e. g., a document is deleted and refiled, the clerk's office will edit the original entry to reflect the change.

8. A Step-by-Step Guide

The *Attorney User Manual* gives you a step-by-step guide for entering the *ECF System*, preparing a document for filing, filing a motion, and displaying a docket sheet. We suggest that you go through the steps for filing on the training database before trying to file a document in a "live" case.

9. Filing User Interactions

There are three general types of *Filing User* interactions allowed by the *ECF System*:

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

Most commands in the *ECF System* can be accomplished using the mouse or keystrokes.

10. How to Access the ECF System

Filing Users can get into the *ECF System* via the Internet by going to <http://ecf.tnwd.uscourts.gov>.

Filing Users may also reach the *ECF System* through the court's website at <http://www.tnwd.uscourts.gov> by clicking on the *ECF System's* hyperlink. Click on **[Document Filing System]** to open the login screen and log-in to the *ECF System*. *Filing Users* can also access the training database by going to the court's website.

11. Logging In

This screen is the login screen.

Enter your *ECF System* login and password in the appropriate data entry fields. All *ECF System* login names and passwords are case sensitive.

Use your *ECF System* login and password if you are entering the system to file a document or to maintain your account. If you only wish to enter the *ECF System* to query the database for case information or to view a document, use your *PACER* login and password. *PACER* charges a fee to view the *ECF System's* case dockets and documents.


Verify that you have entered your *ECF System* 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 *Filing 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 the list of options on the Attorney Event Menu Bar.

The image shows the ECF Login screen. At the top, it says "ECF Login". Below that is a "Notice" section stating: "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." Underneath the notice is an "Authentication" box containing "Login:" and "Password:" labels with corresponding text input fields. Below the input fields are "Login" and "Clear" buttons. At the bottom of the screen, a small note reads: "CM/ECF has been tested and works correctly with Netscape 4.7x and 7.0x, and Internet Explorer 5.5 and 6.0".The image shows the ECF Main Menu screen. At the top, there is a navigation bar with links: "ECF", "Civil", "Criminal", "Query", "Reports", "Utilities", and "Logout". Below the navigation bar is the U.S. District Court District of South Carolina seal. Under the seal, it says "U.S. District Court District of South Carolina" and "Official Court Electronic Document Filing System". At the bottom, there is a message: "This message is contained in the file Operation/Notice.htm. You may use this file to alert users to current CM/ECF operational issues." At the very bottom, a small note reads: "This facility is for Official Court Business only. Activity to and from this site is logged. Document filing on this system".

The date you last logged into the *ECF System* appears at the bottom left corner of this screen. For security reasons, you should review this information each time you log-in.

If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please immediately change your password in the *ECF System* and telephone the court's Help Desk.

The *ECF System* does not allow you to log-in if you have not logged out of your prior session or if someone else, *e.g.*, your assistant, is logged in as you. You will get a screen asking if you want to cancel or "continue" the log-in process. If you choose to continue, the *ECF System* will log you on and "bump" the prior log-in.

12. Selecting *ECF System* Features

The *ECF System* provides the following features that are accessible from the Attorney Event Menu Bar at the top of the opening screen.

- [Civil]:** Select to electronically file all civil case pleadings, motions, and other civil documents. Select to electronically file miscellaneous documents (documents not in a case or proceeding).
- [Criminal]:** Select to electronically file all criminal case pleadings, motions, and other criminal documents.
- [Query]:** Query the *ECF System* by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must log-in to *PACER* before you can query the *ECF System*.
- [Reports]:** Choose **[Reports]** to retrieve docket sheets and reports. You must log-in to *PACER* before you can view *ECF System* reports other than the **[Calendar Events Report]**.
- [Utilities]:** View your personal *ECF System* transaction log and maintain personal *ECF System* account information in the Utilities area of the *ECF System*.
- [Search]:** Search the ECF menus. Note: the Search feature does not work in Google Chrome.
- [Logout]:** Exit from the *ECF System*. This prevents further filing with your password until the next time you log-in. Failure to properly log-out of the *ECF System* will leave your account logged in, and you will get a warning message asking if you want to cancel or continue login. If you choose to continue, the *ECF System* will log you on and "bump" the prior log-in. You will get a similar message if you are in the system and the idle timeout logs your account off. This will occur after 30 minutes of no activity.

Filing Users will use the *ECF System* to electronically self-file and docket with the court a variety of documents for civil cases.

B. Civil

1. General Information

This section of the manual includes the CM/ ECF Electronic Case Opening Guide, followed by the basic steps to follow when filing other civil documents. The process is consistent regardless of the event. This portion of the manual **MUST** be used in conjunction with the ECF Policies and Procedures located on the court's web page.

For questions about policies and procedures not covered in this manual, call the Help Desk or visit the court's website at www.tnwd.uscourts.gov for instructions.

2. CM/ECF Electronic Civil Case Opening Manual (click on link below)

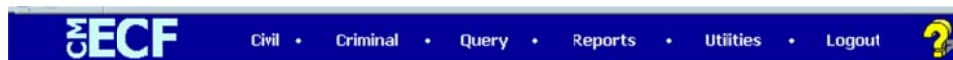
<http://www.tnwd.uscourts.gov/pdf/content/CaseOpeningManual.pdf>

3. Filing Other Documents for Civil Cases

These are the basic steps involved in filing a civil document:

- a. Select the type of document to file. See Attorney Event Menu Bar shown.
- b. Enter the case number (e.g., tri-sequential number, as in 5-1234) in which the document is to be filed.
- c. Designate the party(s) filing the document.
- d. Specify the *PDF* file name and location for the document to be filed.
- e. Add attachments, if any, to the document being filed.
- f. Modify docket text as necessary.
- g. Transmit the document (with attachment) to the *ECF System*.
- h. Receive *NEF*.

a. Select the Type of Document to File



From the Attorney Event Menu Bar shown, the **[Civil]** Event window displays all of the events* from which you may choose for your filing. This section of the *ECF System Attorney User Manual* describes the process for filing a motion in the *ECF System*. The process is similar for filing other documents in the *ECF System*.

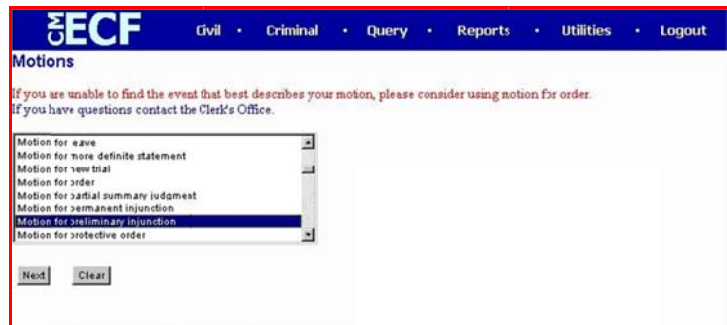
* If you do not see a specific event you want to use, please use a listed event that most closely reflects your filing.

Click on **[Motions]** under “Motions and Related Filings.”



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

Highlight the type of motion you are filing and click on the **[Next]** button.



To select more than one motion, press and hold down the control key and click on each of the desired multiple forms of relief. If you do not find a category that describes your motion(s), you must choose the type that best describes the motion(s) you are filing. You may edit the docket text in subsequent steps to better describe your motion(s), if necessary. See § II.D.2.b (Linking Documents).

b. Enter the Case Number in Which the Document is to be Filed

The numbers to the right of the window box show the many ways you can enter a case number. For example, in the clerk's office, we usually use the year, a dash and the sequential number "05-123."



- If the number is incorrectly entered, the *ECF System* will put a message on the screen that you have entered an invalid case number. Click on the **[Clear]** button to re-enter.
- Then the case number is correct, click on the **[Next]** button.
- If a civil and criminal case have the same number, the *ECF System* will let you select your case from a list of cases with the number.

c. Designate the Party(s) Filing the Document

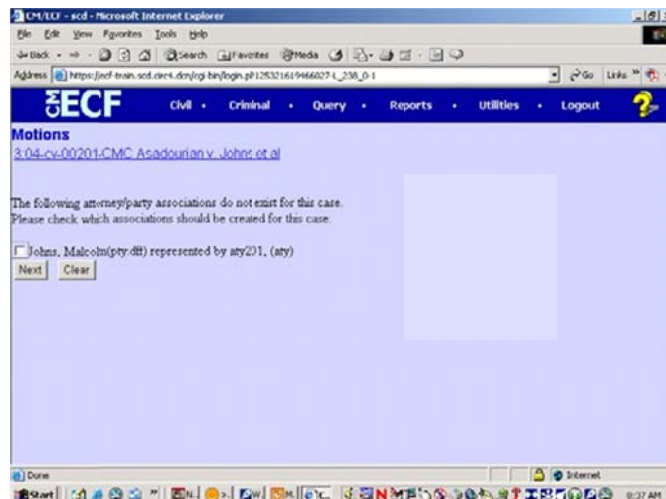
Highlight the name of the party or parties for whom you are filing the motion. If you represent all defendants or all plaintiffs, you may select the entire group by holding down the control key and clicking on each party in the group or by clicking the button for all plaintiffs or all defendants located under the “Select a Group” caption as shown.



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

If your party does not appear, select “Add/Create New Party” option and follow system instructions for adding the party. For further instruction, visit the court's website at www.tnwd.uscourts.gov, under Case Information, ECF Guide to Adding Parties.

If this is your first appearance in this case, you may see a screen to associate with your party. If adding yourself as an attorney to the case, the lead attorney and notice fields should be set to “yes.”



d. Specify the *PDF* File Name and Location for the Document to be Filed

It is imperative that you attach an electronic copy of the actual document when prompted by the system. All documents that you intend to file in the *ECF System* **MUST** be in *PDF*. When the document is in the correct format, the naming convention will end in “.pdf” (example: C:\199cv501-21.pdf).



- Click on the [Browse] button. The *ECF System* opens a dialog box for you to find and choose your file.

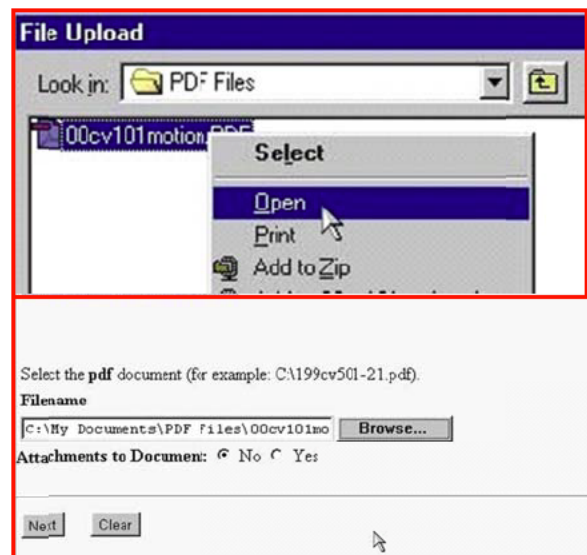
NOTE: Be sure the file type is “All Files” or “PDF Files.”



- Navigate to the appropriate directory and file name to select the *PDF* document you wish to file.
- Highlight the file you wish to upload to the *ECF System*.
- View the document to confirm you are attaching the correct one.

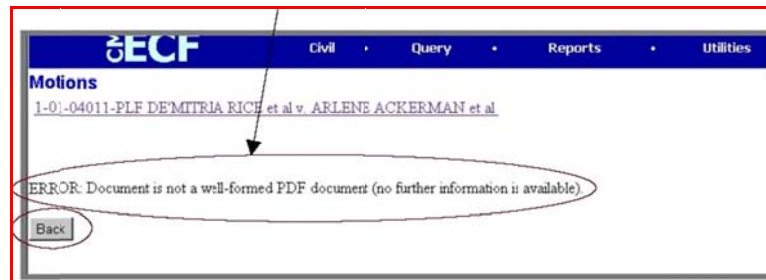
In order to verify that you have selected the correct document, right mouse click on the highlighted file name to open a quick menu and left mouse click on [Open]. Your *PDF* program (e.g., Adobe Acrobat or Acrobat Reader) will launch and open the *PDF* document that you selected. You may now view the document.

Once you have verified the document is correct, close the screen showing the *PDF* document and click on the [Open] button to



“open” it into the system. The *ECF System* closes the “File Upload” screen and inserts the *PDF* file name and location in the “Motions” screen.

If you selected and highlighted a file that is not in *PDF*, the *ECF System* will display an error message after you click on the **[Next]** button:



On the other hand, if you failed to select a document to file, the *ECF System* will display the error message depicted below.



If you click **[BACK]** or **[OK]** on the screens depicted, the *ECF System* will return you to a screen where you can select a document and proceed to file your motion.

- Go back to the **[Browse]** button on the prior page. Select and highlight the *PDF* file of your document and continue.
- If there are no attachments to the motion, click on the **[Next]** button. The docket text screen appears and you may continue with your filing. (Modifying Docket Text).
- If you have attachments to your motion, click on the **[Yes]** button. Click on the **[Next]** button and proceed to add the attachments as discussed in the following section (Add Attachments).

Where possible, documents filed as attachments should be created as separate documents and converted to *PDF*, rather than scanned.

e. Add Attachments, if any, to Document being Filed

If you indicate you have attachments, a new screen will appear.

- Click on **[Browse]** to search for the document file name of the attachment. A short but specific description of the contents of each document that is being attached must be entered, *e.g.*, Exhibit One-Defendant John Smith's deposition excerpts.



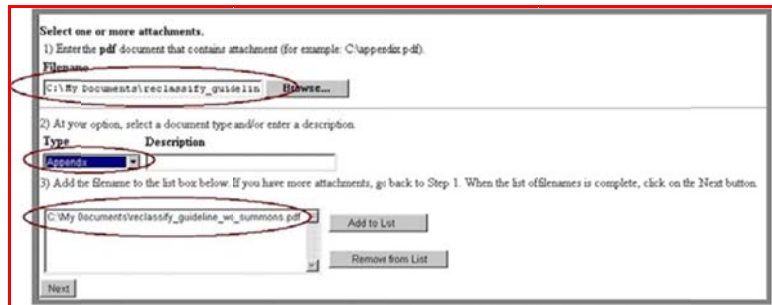
- Item 2 of the graphic shown, click on the arrow located under the header "type." The *ECF System* opens a drop-down list where you can search and highlight the "type" of attachment from a displayed selection, if applicable.
- To describe the attachment more fully, click inside the "Description" box and type a short but specific description of the attachment. **This is a required field.**

Avoid using the following punctuation in the description:

/ \ : * ? " < > |

(The last one is a pipe symbol; it shares the key with the backslash above the enter key.)

- Click on **[Add to List]**.
- Repeat the sequence for each additional attachment.
- To remove a selection, click on **[Remove from List]**.



- After adding all of the desired *PDF* documents as attachments and ensuring that the descriptions are sufficient, click on the **[Next]** button.

The *ECF System* adds the selected document as an attachment to the main document.

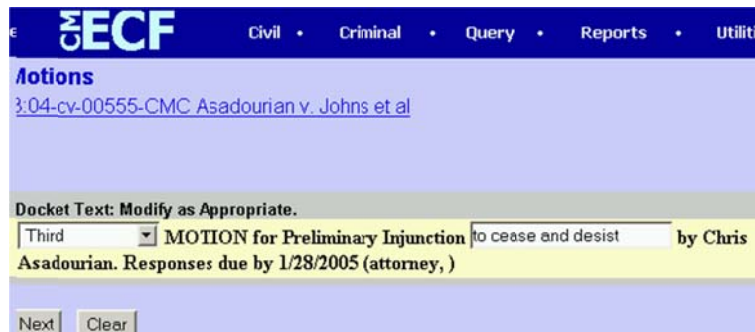
Attachments and exhibits that cannot be created via a word processor and converted to *PDF* should be scanned and converted to *PDF* (black and white, resolution 200 dpi) for electronic filing. Any document greater than 4MB in size should be divided into multiple attachments. Each attachment must be clearly described, *e.g.*, Exhibit One- Defendant John Smith's deposition excerpts. Remember, you should file only the pertinent excerpts of documents.

f. Modify Docket Text as Necessary

Click on the 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 document. Here is your docket text screen after it has been modified.



Click on the [Next] button.

g. Transmit the Document (with Attachments) to the ECF System

A new window appears with the complete text for the docket report.

The screen depicted contains a 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 System* filing by clicking on any option on the Attorney Event Menu Bar to abort the current transaction and the *ECF System* will reset to the beginning of the process you just selected.



- Review the docket text and correct any errors. If you need to modify data on a previous screen, click the **[Back]** button on the browser toolbar to find the screen you wish to alter.
- Click on the **[Next]** button to transmit the document. **Do not** attempt any other *ECF System* function or sign off until you see the *NEF* for your filing. Otherwise, you may interrupt the transmission, resulting in an incomplete filing.

You will see the *NEF* screen which provides confirmation that the *ECF System* has registered your transaction and the document is now an official court document.

If, at this point, you desire to print or save a copy of the *NEF* to your computer from the *ECF System*, you can use the following steps.

- To print, select the **[Print]** button on the browser toolbar to print the *NEF*.

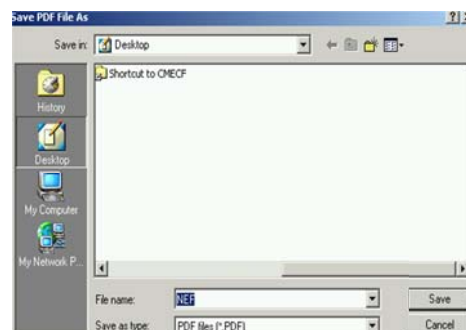
- To save, select the **[File]** button on the browser toolbar, and choose the **[Print]** button from the drop-down list to save the *NEF* to a file, e.g., on the hard drive of your computer.



- Select the *PDF* Printer

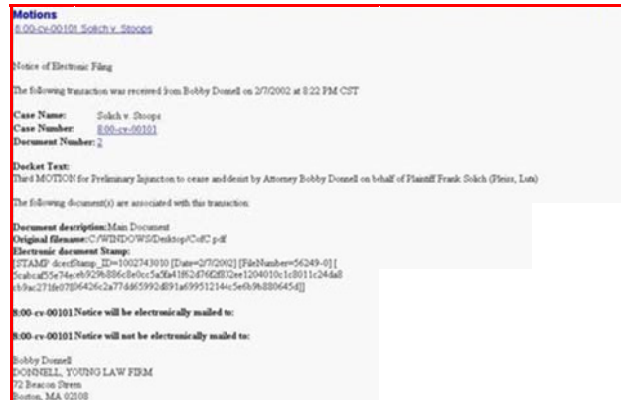


- Save your document using a naming convention and location that works for you.



h. Receive Notification of Electronic Filing

- The *ECF System* sends an *NEF*, as shown, to the e-mail address you provided the court. The *NEF* displays the date and time of your transaction and the number that was assigned to your document. You should note this number on the original document which is in your custody.



- The *ECF System* also electronically transmits the *NEF* to the additional e-mail addresses provided by the *Filing User* in the case.
- The *NEF* displays the names of individuals who have been electronically served, as well as the names of individuals who have not been electronically served.
- It is the *Filing User's* responsibility to serve hard copies of the document(s) and the *NEF* on attorneys (except *pro hac vice* attorneys) and parties who are not shown as having received the *NEF*. Local counsel remains responsible for ensuring their associated *pro hac vice* attorneys, including any *Pro Hac Vice Participants*, are notified of all document filings and court notices.
- By clicking on the **case number**, you will be asked to enter your *PACER* login and password in order to view the **docket sheet**.
- By clicking on the **document number**, the hyperlink provides you with one “free” look at the document which was just filed. If you do not open the hyperlink within 15 days of the file date, the *ECF System* will delete the hyperlink, and you will be directed to *PACER* if you wish to view the document. (Each recipient of the e-mail, e.g., individuals listed in a *Filing User's* additional addresses, gets their own “free” look.)

It is recommended that you save and/or print the e-mail *NEF* and/or filed document(s) for future use. Otherwise, future access is available via *PACER*.

C. Query, Reports, Utilities, and Other Miscellaneous Information

1. General Information

This section of the manual describes other features of the *ECF System* which you need in order to efficiently file and manage the documents in your case. This portion of the manual is to be used in conjunction with the *ECF Policies and Procedures* located on

the court's website as well as Part I and Part II, Sections A, B, and C of the *Attorney User Manual*.

For questions about policies and procedures not covered in this manual, call the Help Desk or visit the court's website at www.tnwd.uscourts.gov for instructions.

2. Features

These are the basic features you will need to efficiently file and manage your documents:

Add/Create a New Party (Civil/Criminal)
Linking Documents (Civil/Criminal)
Query
Reports
Utilities
Logout

a. Add/Create a New Party (Civil/Criminal)

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 as shown, click on “Add/Create New Party.”

After you click on “Add/Create New Party” the screen depicts the search you must first perform to see if your party is already entered in the *ECF System*.

Type the first few letters of the party's last name for an individual or the first few letters of a company's name and click on the **[Search]** button.

- Always look to see if the party is already in the *ECF System*.
- Duplicate parties create problems because *Filing Users* add a variety of names for parties, e.g., Governor Sanford, Mark Sinford, Mark C. Sanford, etc.

- Common names such as US, USA, United States, United States of America, etc., should already be in the *ECF System* in correct form. A *Filing User* should select a name already in the *ECF System* if possible.

For additional information, see Case Information, ECF Guide to Adding Parties on the court's website tnwd.uscourts.gov



The *ECF System* will display a list of party names to match the criteria given or will indicate there is not a match.

If the name of the party you represent appears in the list, click on it and then click the [**Select name from list**] button.

Check the information on the “Party Information” screen shown to ensure that the party’s role for this filing is correct.

If no match is found or if your party does not appear on the “Search for Party” screen shown earlier, click [**Create new party**]. The *ECF System* will display a screen for you to enter party information.

- For a company, enter the entire company name in the “Last name” field. DO NOT use abbreviations or punctuation. Choose the appropriate “Role” from the drop-down list. Click the [**Submit**] button.

- For an individual, enter the individual’s full name. DO NOT use abbreviations or punctuation. Choose the appropriate “Role” from the drop-down list and indicate “yes” or “no” if the party is proceeding *pro se* by clicking on the arrow next to “*Pro se*.” Click the [**Submit**] button.
- Leave all other fields blank.

b. Linking Documents (Civil/Criminal)

Some documents (*e.g.*, memoranda and responses) should be “linked” to their related documents (*e.g.*, motions) in the case. When filing these and certain other types of documents, you will be presented with the screen shown.

An “event” in the *ECF System* 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 next to the document you feel should be linked to your document and click on the **[Next]** button.



Because there could be multiple events with similar names, it is imperative that you ensure that you are linking to the correct document. This is another reason the addition of descriptive docket text, *e.g.*, not just “motion to compel” but “motion to compel deposition of Bill Jones,” and descriptions for attachments are so important.

If you are uncertain of the document you are attempting to link, you must have a *PACER* account to preview the document. To proceed without stopping the docketing sequence, follow these steps:

- Right-click on **[Reports]** or **[Query]** from the Attorney Event Menu Bar.
- Left-click on **[Open]** in the new window.
- Proceed with the *PACER* login and obtaining the information desired.
- Switch back to the *ECF Systems* window and proceed to link your filing.

Query

Filing Users should use this feature to query the *ECF System* for specific case information. To enter the “Query” mode, click on the **[Query]** button from the Attorney Event Menu Bar as shown.



The *ECF System* opens the *PACER* login screen. You must enter your *PACER* login and password before the *ECF System* permits you to query the *ECF System* database. Your *PACER* login and password are different from your *ECF System* login and password. You must have a *PACER* account in order to retrieve, view, and print certain documents.

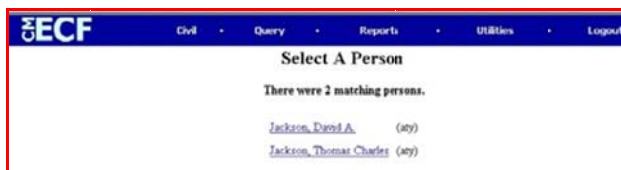
After you enter your *PACER* login and password, the *ECF System* opens a “Query” data entry screen as shown.

You may query by case number, party, attorney, file date, nature of suit, type, etc.

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.

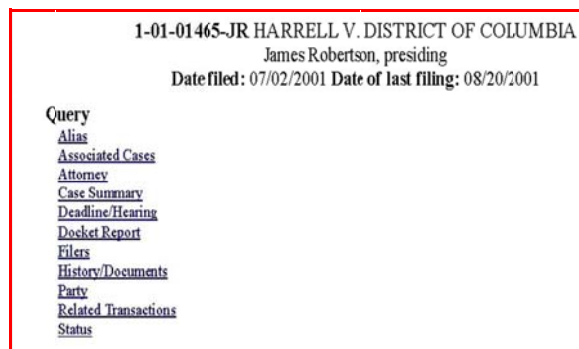
If you query the database for the name of a party or an attorney to a specific case, enter the last name in the appropriate field. If more than one person with the name is in the database, the *ECF System* displays a screen from which to select the correct name, as shown.

After querying the database by case number, name, or nature of suit, the *ECF System* will open 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. Please note, a search of all cases will take longer to run than a search that is date restricted.

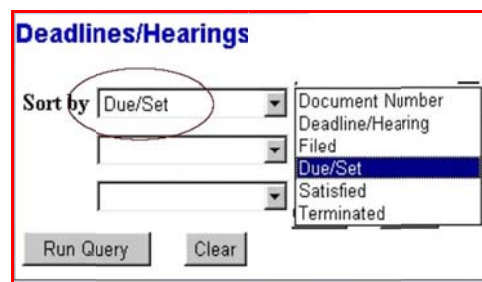
When you run the query, if there is more than one case that meets the criteria, you will get a screen similar to the graphic above which lists multiple case numbers.



At the top of the window as shown, the *ECF System* 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 options on the screen. The process for selecting and running other queries is similar.

(1) Deadlines/Hearings

This option provides information on hearings and other deadlines. If you query as illustrated, the *ECF System* opens the “Deadline/Hearings” screen.



After the window opens, if you click on a document number, the *ECF System* will display the actual entry that created the deadline or hearing.

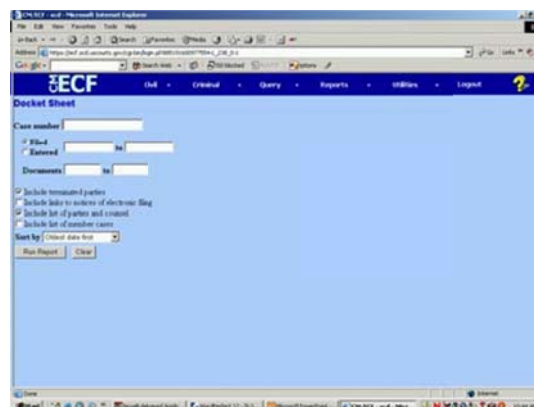
1:01-01465-JR HARRELL v. DISTRICT OF COLUMBIA James Robertson, presiding Date filed: 07/02/2001 Date of last filing: 08/20/2001					
Deadlines/Hearings					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
7	Jury Trial	08/20/2001	07/08/2002 at 09:30 AM		
7	Final Pretrial Conference	08/20/2001	06/27/2002 at 04:30 PM		
7	Status Conference	08/20/2001	01/08/2002 at 04:30 PM		
	Meet & Confer Hearing	07/31/2001	08/08/2001 at 02:00 PM		08/08/2001
1	Answer due from DC	07/02/2001	07/23/2001	08/06/2001	

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

(2) Docket Sheet Report

When you select “Docket Sheet” report, the *ECF System* opens the “Docket Sheet” report screen, as shown.

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, the *ECF System* will default to print the entire docket sheet report. Place a checkmark in the box to include links to the *NEF* if you wish to view them from the docket sheet report. After you have selected the parameters for your report, click on the **[Run Report]** button.



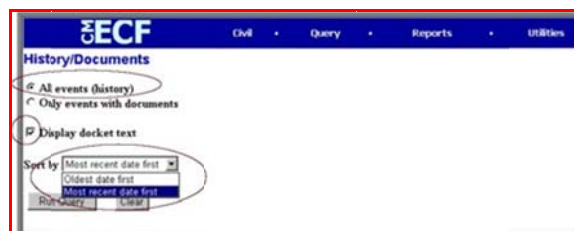
The *ECF System* will run your custom docket sheet report and display it.

The document numbers are hyperlinks to *PDF* files of the actual documents.

Place your pointer on the silver ball button next to the document number and click to display the *NEF* for the document.

(3) History/Documents

This selection queries the database for case event history and documents associated with the case. After you click on “History/Documents,” the *ECF System* opens the screen depicted.



You may select the sort order for this report and choose to exhibit all events or only those with documents attached. The *ECF System* also offers you the option to display the docket text in the report.

After making your selections, click on the **[Run Query]** button. The *ECF System* queries the database and builds your report. Here is an example of a portion of a “History/Documents” report.

Date	Description	Private Event	Type	Subtype	Docket Part ID
08/20/2011	Meet and Confer Statement		Meet	meetDC	34
08/20/2011	Docket Text: MDIT ASD COVER STATEDMENT (Lawry, Bulb)				
08/20/2011	Scheduling Order		Order	order	36
08/20/2011	Docket Text: DCBID/CLBHD CR242. Real pretrial conference set for 6/27/2012 at 1:30 PM, pay trial set for 7/5/2012 at 9:30 AM, status conference set for 7/5/2012 at 4:30 PM. Signed by Judge James Robertson on August 20, 2011. (MFL)		Order	order	37
08/20/2011	Docket Text: DCBID/CLBHD CR242. Real pretrial conference set for 6/27/2012 at 1:30 PM, pay trial set for 7/5/2012 at 9:30 AM, status conference set for 7/5/2012 at 4:30 PM. Signed by Judge James Robertson on August 20, 2011. (MFL)		Order	order	38
08/20/2011	Meet and Confer Hearing		Hearing	hearing	32
08/20/2011	Docket Text: Meets Entry Meet and Confer Hearing held on 8/20/2011 before Judge James Robertson in chambers. (Not reported) (jdp.)				
07/15/2011	Calendar Entry		Entry	entry	17
07/15/2011	Docket Text: Calendar Entry, Set/Event Settings: Meet and Confer Hearing set for 8/20/2011 02:00 PM before Judge James Robertson in chambers. (jdp.)				
07/15/2011	Set/Event Settings		Entry	entry	18

This particular report lists all the events and documents associated with the case in reverse chronological order. It also displays the docketing text for all docketed events.

d. Reports

The **[Reports]** feature of the *ECF System* provides the *Filing User* with several report options. After selecting the **[Reports]** feature from the Attorney Event Menu Bar, the *ECF System* opens the “Reports” screen, as shown in the graphic. You may view court calendar events, docket activity report, and written opinions for a case without logging into *PACER*. Other reports require a *PACER* login.

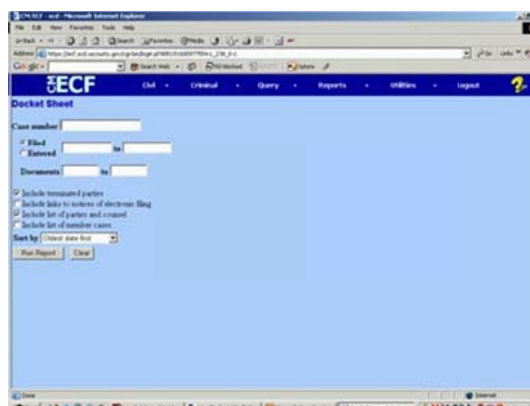
Following are instructions for docket sheets, docket activity, written opinions, and civil cases. The process for selecting and running other reports is similar.



(4) Docket Sheet

Click on the **[Docket Sheet]** option. The *ECF System* opens the *PACER* login screen.

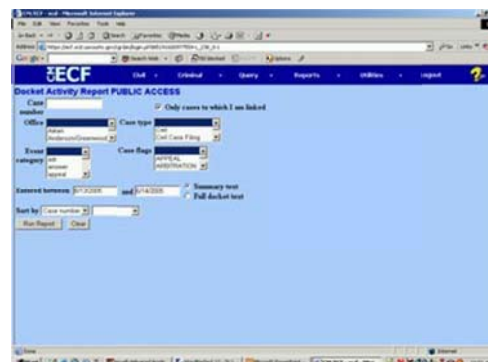
Enter your *PACER* login and password. Click on the **[Login]** button and the *ECF System* will open the “Docket Sheet” report query window.

The screenshot shows the 'Docket Sheet' query window in the ECF System. It includes a 'Case number' field, a 'Filed' date range selector, a 'Entered' date range selector, and a 'Documents' date range selector. There are checkboxes for 'Include terminated parties', 'Include links to notices of electronic filing', 'Include list of parties and counsel', and 'Include list of amended cases'. A 'Sort by' dropdown menu is set to 'Enter date first'. At the bottom, there are 'Run Report' and 'Clear' buttons.

This is the same query window that the *ECF System* displayed when you selected “Docket Sheet” report from the **[Query]** button. 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. The *ECF System* will display a full docket sheet for the case selected.

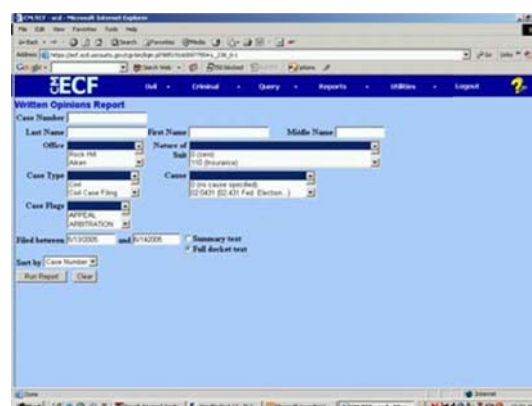
Docket Activity Report

This report shows you what events were docketed during a specified period of time. You can select from a variety of criteria. The Activity in My Cases report will allow an attorney to run a daily (one day at a time) transaction of any activity in any of his or her cases. This will help an attorney who feels he or she may have missed an *NEF* on a particular day.

The screenshot shows the 'Docket Activity Report PUBLIC ACCESS' query window. It includes a 'Case number' field, a 'Class type' dropdown menu, a 'Case type' dropdown menu, a 'Case flag' dropdown menu, and a 'Case flag' dropdown menu. There are checkboxes for 'Only cases to which I am linked', 'Summary text', and 'Full docket text'. A 'Sort by' dropdown menu is set to 'Case number'. At the bottom, there are 'Run Report' and 'Clear' buttons.

(5) Written Opinions Report

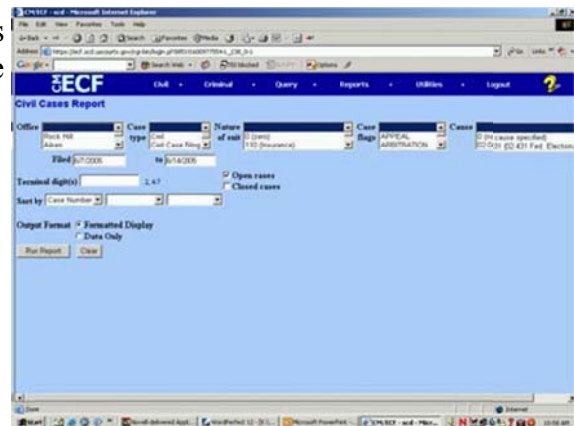
The E-Government Act of 2002 mandated the change that “The courts must make written opinions available in a text-searchable format via the web.” (The judge may use an s/ name or a graphical signature as long as the document is converted in such a way as to maintain text searchability.)

The screenshot shows the 'Written Opinions Report' query window. It includes a 'Case Number' field, a 'First Name' field, a 'Middle Name' field, a 'Last Name' field, a 'Party of' dropdown menu, a 'Case Type' dropdown menu, a 'Case Flag' dropdown menu, and a 'Case Flag' dropdown menu. There are checkboxes for 'Summary text' and 'Full docket text'. A 'Sort by' dropdown menu is set to 'Case Number'. At the bottom, there are 'Run Report' and 'Clear' buttons.

If a PACER user runs a docket report, the user will be charged for the docket report, but if the user clicks on the document number hyperlink for an opinion order, the user will not be charged for viewing the document. If the user clicks on a document number hyperlink for an order which is not an opinion order, the user will be charged for viewing the document.

(6) Civil Cases Report

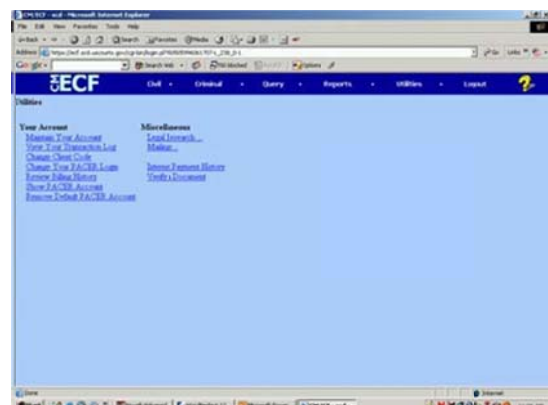
The “Civil Cases Report” provides you with the flexibility to query the *ECF System* database to locate cases electronically filed within a specific date range or by nature of suit and cause code. When you click on “Civil Cases,” the *ECF System* will display the *PACER* login screen. Login to *PACER* and the *ECF System* will open the “Civil Cases Report” screen, as shown.



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, the *ECF System* will display a report for all cases opened in the *ECF System*.

Civil Cases Report			
U.S. District Court -- District of South Carolina			
Filed Report Period: 12/23/2004 - 1/24/2005			
Entered Report Period: 12/23/2004 - 1/24/2005			
Case Number/ Title	Case Dates	Days Pending	Notes
2:04-cv-00851-CMC Asadourian v. Johns et al	Case filed: 01/12/2005	11	Cause: 282410 Quare Title NOS: 894 Energy Allocation Act Office: Charleston Preceder: Cameron McGowan Currie Jury demand: Both
2:04-cv-00852-CMC Asadourian v. Johns et al	Case filed: 01/12/2005	11	Cause: 282410 Quare Title NOS: 894 Energy Allocation Act Office: Charleston Preceder: Cameron McGowan Currie Jury demand: Both

The far-left column of the “Civil Cases Report” contains hyperlinked case numbers. If you click on a particular case number, the *ECF System* 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.



e. Utilities Feature

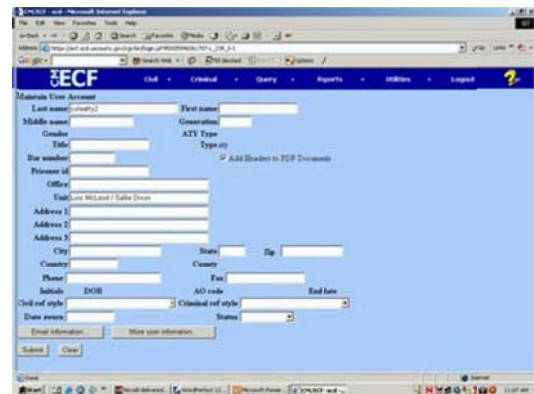
The [**Utilities**] feature provides the means for the *Filing User* to maintain their account in the *ECF System* and to view all of their *ECF System* transactions.

(7) Your Account

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

(8) Maintain Your Account

Go to the “Maintain Your Account” option to open the “Maintain User Account” information screen.

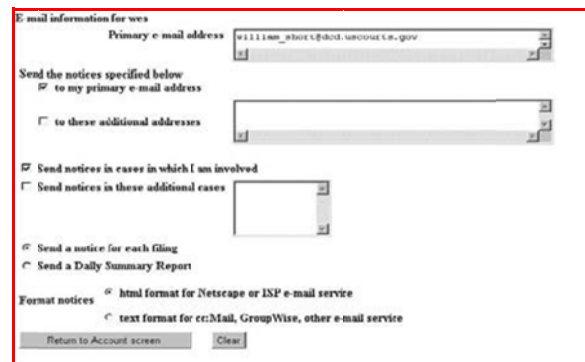


This screen displays all of the registration information that is contained within the *ECF System* database for your account with the court. It is read-only. If you discover any incorrect information that needs to be changed, please notify the court immediately.

Notice the “Add headers to PDF documents” box. E-filed documents do not have the traditional filed stamp; rather there is an electronic stamp which appears at the top of each page indicating information about the filing, including filed date. If you do not want that header, uncheck that box.

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

The *ECF System* will e-mail to parties their *NEF* based upon the information entered in this screen. Perform the following steps to enter additional e-mail addresses for individuals that you wish the *ECF System* to notify regarding new case documents.



- Enter a check mark by clicking in the box to the left of the line, which reads “to these additional addresses.”
- Enter the e-mail addresses of those individuals you wish to notify concerning your cases. You can enter approximately ten (10) e-mail addresses.
- On this screen, you can indicate that you would like to receive notice in additional cases (in which you are not involved). You would then receive the *NEFs* in those cases; however, your name would not be listed on the *NEF* unless you are an attorney in the case.
- This is also the screen where you choose whether to receive a notice for each filing or a daily summary report. This selection applies to primary e-mail addresses and to all additional addresses.

After updating your account information, click on the **[Return to Account screen]** button to return to your “Maintain User Account” screen.

(9) Change Password

To edit or view login information about your account, select the **[More User Information]** button, from the “Maintain User Account” screen, as shown.

This screen displays the *Filing User's* login information and provides the means to change your *ECF System* password. Notice that the *ECF System* displays a string of asterisks in the “Password” field.

To change your *ECF System* password, place your cursor in the “Password” field and delete the asterisks. Type in your new password. The *ECF System* displays the actual characters of your new password as you type. When you have completed your interface with the *ECF System* from this screen, click on the **[Return to Account screen]** button to reopen the “Maintain User Account” screen.

NOTE: You should change your password periodically to keep it from being compromised.

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 the *ECF System*. The *ECF System* will notify you on-screen that your updates were accepted. If you changed passwords, you may begin using the new password during your next *ECF System* session.

NOTE: If you have lost or misplaced your login information, please send an e-mail to cmecfhelpdesk@tnwd.uscourts.gov or call the Help Desk.

(10) View Your Transaction Log

From the “Utilities” screen, click on the **[View your Transaction Log]** button. The *ECF System* opens a screen with two fields for entering your date selection criteria. Enter the date range for your report and click on the **[Submit]** button. The *ECF System* displays a report of all your transactions in the *ECF System* within the date range you specified for date selection criteria.

Use this feature to review your transactions and to verify that all of the transactions you entered are reflected in the “Transaction Log” and that no unauthorized individuals have entered transactions into the *ECF System* using your login name and password.

Transaction Log				
Report Period: 08/16/2001 - 09/04/2001				
ID	Date	Case Number	Text	
3312	08/22/2001 15:45:54	01-4011	First MOTION for Permanent Injunction by ARLENE ACKERMAN. Responses due by 9/4/2001. Replies due by 9/10/2001. (Attachments: # (1) Exhibit Text Document(www.)	
3326	08/27/2001 11:44:12	01-4011	First MOTION for Preliminary Injunction by ARLENE ACKERMAN. Responses due by 9/30/2001. Replies due by 9/30/2001. (www.)	
3330	08/27/2001 12:01:51	01-4011	RESPONSE in Opposition re [2] filed by DEMETRIA RICE. (www.)	
3331	08/27/2001 12:05:13	01-4011	ORDER temporarily granting Motion for Preliminary Injunction [2]. Motion referred to BankX. Signed by Judge William Emmett Gibson 08/28/01. (www.)	
3335	08/27/2001 14:23:52	01-4011	RESPONSE to Motion re [2] Preliminary Injunction filed by DEMETRIA RICE. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper format(www.)	
3336	08/27/2001 14:30:43	01-4011	RESPONSE to Motion re [1] Permanent Injunction filed by ARLENE ACKERMAN. (Attachments: # (1) Exhibit Exhibits are being held in the Clerk's office in paper(www.)	
3337	08/27/2001 15:49:55	01-4011	Second MOTION for Preliminary Injunction by plaintiff for defendant to cease and desist the assignment of plaintiff to cafeteria duty by ARLENE ACKERMAN. Responses due by 9/31/2001. Replies due by 9/31/2001. (www.)	
3338	08/27/2001 16:18:42	01-4011	MOTION for Preliminary Injunction to cease and desist from assigning plaintiff to work as a cafeteria monitor by DEMETRIA RICE. Responses due by 9/31/2001. Replies due by 9/31/2001. (www.)	
3339	08/28/2001 10:19:15	01-4011	Second MOTION for Preliminary Injunction to cease and desist the assignment of plaintiff to cafeteria monitor by DEMETRIA RICE. Responses due by 9/10/2001. Replies due by 9/14/2001. (www.)	
3431	09/04/2001 14:21:26		Updated person record: www Prod 2231	
3431	09/04/2001 14:21:27		Updated user record: shortie 2231	
Total Number of Transactions: 11				

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.

(11) Other Features

The *ECF System* provides three miscellaneous functions within the **[Utilities]** option of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the “Legal Research” option from the “Miscellaneous” screen, the *ECF System* opens a new screen that contains hyperlinks to a law dictionary, a medical dictionary, and legal research resources (Westlaw and Lexis via the Internet). Select the “Verify a Document” option to open a query screen and enter data in the screen fields to locate a particular document attached to a specific case number. There is also a “Mailings” option that opens a new screen for requesting mailing information or labels from the *ECF System*.

f. Logout



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

Click on the **[Logout]** option from the *ECF System* Attorney Event Menu Bar. The *ECF System* will log you out of the system and return you to the *ECF System* “Login” screen.

g. Clearing Cache

Why do I need to clear my cache?

Even though pages on a site may have been updated, you may be viewing old information if your browser's cache (pronounced “cash,” a type of electronic memory) is not being cleared as frequently as it should be.

Generally, the first time you enter a Web address, your browser goes to the Internet to get the information you are requesting and temporarily stores it in the cache. When you request information at the same address again, your browser goes to the cache first, rather than directly to the Internet, to retrieve the information. For this reason, the information stored in the cache may be outdated.

We recommend that you set your browser so that the cache is automatically cleared out frequently and your system is always retrieving fresh information directly from the Internet.

Following are instructions for use with the *ECF System's* recommended browsers. If you are using a different version or browser manufacturer, please refer to the appropriate documentation or web site for detailed information they may have provided on this topic.

For Internet Explorer:

1. On the Tools menu of your toolbar, click Internet Options.
2. Click the General tab.
3. In the Browsing History section, click the Delete button.
4. A new window will pop up. Check **only** Temporary Internet Files.
5. Click Delete. The new window will close.
6. Click OK to close Internet Options.

For Mozilla Firefox:

1. On Windows, select Options from the Tools menu.
2. On a Macintosh, select Preferences from the Edit menu.
3. Click the Advanced button.
4. Select the Network tab.
5. In the Cached Web Content section, click the Clear Now button.

For Google Chrome:

1. From the “wrench” menu, select Tools → Clear Browsing Data.
2. Check **only** Empty the Cache.
3. Click the Clear Browsing Data button.