## Overview

CM/ECF automatically provides a unique page number for every page of each document in a case. The page ID numbers are sequenced in the order in which the documents are filed in a case. Selected documents display the same unique page number each time it is printed or viewed.

Sequential pagination is in addition to:

- $\checkmark$  existing individual document pagination supplied by the document author,
- ✓ the pagination created by the PDF Header functionality in CM/ECF, and
- ✓ the pagination within the PDF document generated when a record on appeal or appendix is produced.

Each page of multiple documents attached to a single docket entry has a unique sequential page number in the order in which a document is attached.

Case: 1:10-cv-00021 Document #: 2 Filed: 06/09/10 Page 1 of 1 PageID #: 2

If the second document is deleted and a new document with three pages is added to the docket entry, a gap is created in the numbering.

Case: 1:10-cv-00021 Document #: 2 Filed: 06/09/10 Page 1 of 3 PageID #: 6

## Search for a Document or PageID

- 1. Enter the document number or PageID number.
- 2. Click **Run Report**.

Docket Sheet						
Case number 1:10-cv-1002						
• Filed • Entered to						
Documents to						
Go to Document or PageID						
Include:	Document options:					
Parties and counsel	✓ Include headers when displaying PDF documents					
Terminated parties	Create Appendix					
List of member cases Links to Notices of Electronic Filing	Format: • HTML (unpaginated) • PDF (paginated)					
Sort by Oldest date first 🛛 💌						
Run Report Clear Make these options my default.						

## Create an Binder (Appendix) with Document Links

This process allows you to combine two or more documents into one binder. Keep in mind, however, that PACER charges do apply when viewing a previously filed document. When charges apply, a screen will display the per pay charge before you are allowed to continue.

1. Check Create Appendix.

Docket Sheet	
Case number 1:10-cv-1002	
⊙ Filed ○ Entered to	
Documents to	
Go to Document or Pag	geID
Include:	Document options:
Parties and counsel	☑ Include headers when displaying PDF documents
Terminated parties	Create Appendix
List of member cases	Format
Links to Notices of Electronic Filing	• HTML (unpaginated)
	O PDF (paginated)
Sort by Oldest date first 🔍 Run Report Clear Make these	options my default.

- 2. Check Include documents in Appendix.
- 3. Select the documents to be included in the binder
- 4. Define the order of appearance in the binder.
- 5. Click View Selected.

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07/27/2010	22			REPORT and Recommendation 20 is adopting Report and Recommendations re, ORDER Adopting Recommendations 20 Signed by the Honorable Milton I Shadur on 7/27/2010 (td, ) (Entered: 07/27
07/27/2010	<u>23</u>	~	1	Motion to dismiss 19 is adopting Report and Recommendations re; REPORT AND RECOMMEND MOTION by Defendant Jane Doe to dismiss 19 Objections to R&R due by 8/10/2010 Signed by the I Schenkier on 7/27/2010: (td, ) (Entered: 07/27/2010)
07/27/2010	<u>24</u>		3	ORDER Adopting Report and Recommendations 23 Signed by the Honorable Sidney I Schenkier of (Entered: 07/27/2010)
07/28/2010	27		2	MINUTE entry before Honorable Milton I. Shadur: (td, ) (Entered: 07/28/2010)
Footer format: (pagenum> O Include full docket sheet O Include documents in Appendix   (Numbers, letters, spaces, and <pagenum> only) O Include abridged docket sheet O Include document hyperlinks in Appendix</pagenum>				
View Selected	]			2
Download Sele	cted	]		You an

To view a specific document in the binder, click the bookmark on the left side of the page.

Bookmarks

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United States District Court Northern District of Illinois - CM/ECF TEST, Ver 4.1.1 (Chicago) CIVIL DOCKET FOR CASE #: 1:10-cv-01002

Doe v. Doe Assigned to: Honorable Milton I. Shadur Cause: 28:1331 Federal Question: Other Civil Rights Date Filed: 03/01/2010 Jury Demand: None Nature of Suit: 555 Civil Rights (Prise Condition) Jurisdiction: Federal Question