Important Points to Keep in Mind

- ✓ ECF requires that each attorney file his or her own appearance. ECF will only accept one appearance per entry.
- ✓ An attorney who has logged in as an e-filer may not file the appearance of another attorney. For example, attorney Scott Glenn may file an appearance for himself, but not for attorney Julia Roberts.

1. Click Search on the main menu.	SECF civil - Criminal - Query Reports - Utilities - Search Logout			
2. Type Appearance in the box.	Search Menus and Events			
3. Click Search.	Appearance			
	The search function works with any type of document or pleading. Simply type in the type of pleading and click Search .			

4. Click Attorney Appearance.



The system displays all available events for the document or pleading.

- 5. Type the case number in the box.
- 6. Click **Find This Case** if the **Next** button is grayed out.

Notices	
Civil Case Number	
09-152	Find This Case
Next Clear	

- 7. Wait for the system to find, then display the desired case number.
- 8. Click Next.

Notices	
Civil Case Number	
1:09-cv-152	
Next Clear	

- 9. Verify that the correct case number and case title display.
- 10. Click Next.

Notices	
1:09-cv-00)152 Rogers v. Harris Bank
Next C	lear

11. Click Browse.	Notices 1:09-cv-00152 Rogers v. Harris Bank		
	Select the pdf document and any attachments.		
	Main Document Browse	←	
	Attachments	Category	Description
	1. Browse		
	Next Clear		

12. Select the appropriate file.		hoose file					? 🛿
		Look in:	CMECF Practic	ce Files	•	+ 🗈 💣 📰	-
13. Click Open to upload the fil CM/ECF.	e to	My Recent Documents Desktop My Documents My Computer My Network Places	O7cv99999_coo amended comp. answer.pdf appearance.pdf case labels-AM, case labels-AM, case labels-AM, cover Shee Docketing State exhibit A.pdf Exhibit B.pdf exhibit C.pdf Motice of Appear Notice of Appear Notice of Appear Refund_Reques File name: Files of type:	k_v_mouse_complaint.pd pdf doc doc doc et.pdf ment.pdf h.pdf h.pdf h.pdf h.pdf MI Files (*.*)	f 🔁 Sum	mons.pdf	Open Cancel
14. Verify that the correct file name displays.A. If correct, click Next.B. If incorrect, click your browser's back button and repeat steps 12-13.	Notices 1:09-cv-00152 R Select the pdf doc Main Document F.\CMECF - Attorne Attachments 1. Next Clear	Rogers v. Harr rument and an ay/CMECF Prac	is Bank y attachments. tice Fi Browse Brows	Category e		Des	cription
15. Select the filing party from the list on the right.	Notices 1:09-cv-00152 Roi	gers v. Harris I	<u>Bank</u>				
16. Click Next.	Pick Filer <u>Collapse All</u> <u>1:09-cv-152</u> Harris Bank of Lulu Rogers	ift pla	Expa	Select the Select th Harris B Rogers,	filer. e Party: ank [dfi Lulu [p	OR Sele t] Al Al Al Al Al Al	ect a Group: o Group I Defendants I Plaintiffs I Parties

If this is the first time that yo have filed on behalf of a party the attorney-party association screens displays. A. If you are the lead attorney,	Notices 1:09-cv-00152 Rogers v. Harris Bank The following attorney/party associations do not exist for the above case (s). Please check the box on the left of the screen for associations which should be created.
check the Lead box.	If the association should <i>not</i> be created, be sure the box is <i>unchecked</i> <
B. Click Next .	 ✓ Lulu Rogers (pty:pla) represented by Ryan Crowe (aty) □ Lead ✓ Notice Next Clear
17. Add appropriate docket text if desired. 1.09- 18. Click Next. Notice Next.	cy-00152 Rogers v. Harris Bank et Text: Modify as Appropriate. ORNEY Appearance for Plaintiff Lulu Rogers by Ryan Crowe Clear
19. Verify that the docket text is correct.A. If correct, click Next.	Notices 1:09-cy-00152 Rogers y. Harris Bank Docket Text: Final Text ATTORNEY Appearance for Plaintiff Lulu Rogers by Ryan Crowe (Crowe, Ryan) Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
B. If incorrect, click your browser's back button and correct the appropriate screens.	Source Document Path (for confirmation only): F: CMECF - Attorney CMECF Practice Files appearance.pdf pages: 1 Next Clear

Notices				
1:09-cv-00152 Roge	<u>rs v. Harris Bank</u>			
	United States District Court			
	Northern District of Illinois - CM/ECF TEST, Ver 4.0.2			
Notice of Electronic	: Filing			
The following transaction Case Name: Ro	n was entered by Crowe, Ryan on 9/29/2009 at 10:45 AM CDT and filed on 9/29/2009 ogers v. Harris Bank			
Case Number: <u>1</u> : Filer: Lu Document Number: <u>1</u> Docket Text: ATTORNEY Appear	Avoid PACER charges by viewing the document from your inbox. If you click the document number from CM./ECF you will be required to login to PACER and will be charged standard PACER fees.			
1:09-cv-00152 Notice has been electronically mailed to:				
Ryan Crowe anita_ba	ugard@ind.uscourts.gov			
1:09-cv-00152 Notice	has been delivered by other means to:			
The following document	(s) are associated with this transaction:			

Shown above is a partial sample of the electronic notice of this Attorney Appearance. This notice provides a direct link to the document being filed. For ECF users this constitutes service. This notice is emailed to all parties who are electronic filers.

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically. PACER access fees apply to all other users. The "free look" does not apply when viewing documents in cases for which you are not a participant.

Each attorney of record in a case (including pro se litigants) will receive an email message containing a hyperlink to a document that has been filed. If you login to CM/ECF or PACER without using the email link there will be a charge. One free copy is available to each attorney of record. PACER fees will apply to secondary email addresses. The hyperlink to access the document will expire after the earlier of these two events: the first use or 15 days. If you login to CM/ECF or PACER without using the email link there will be a charge.

To avoid PACER charges:

- > Download a copy of the notice to your own computer the first time that you view the document.
- > Print out a hard copy the first time that you view the document.