

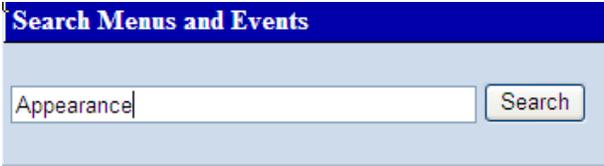
Important Points to Keep in Mind

- ✓ 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.

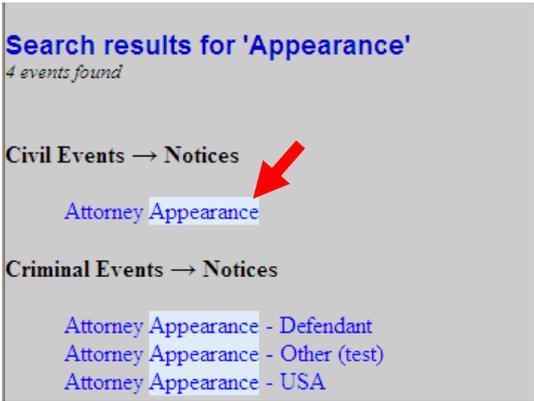


2. Type **Appearance** in the box.
3. Click **Search**.



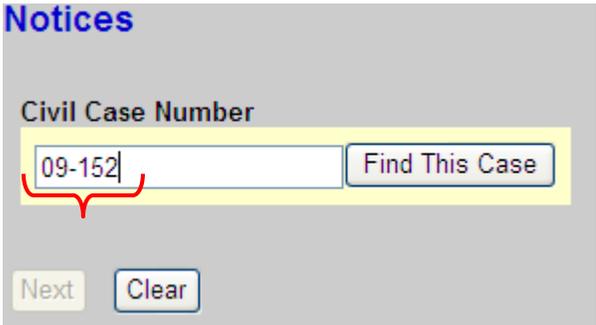
The search function works with any type of document or pleading. Simply type in the type of pleading and click **Search**.

4. Click **Attorney Appearance**.

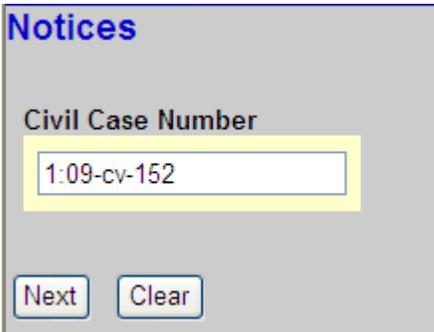


The system displays all available events for the document or pleading.

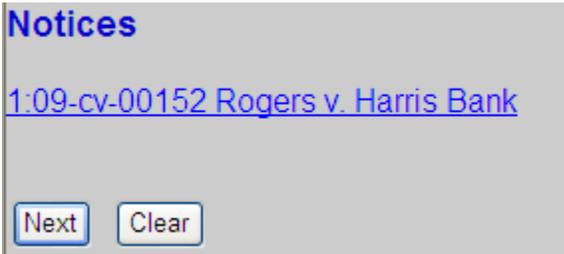
- 5. Type the case number in the box.
- 6. Click **Find This Case** if the **Next** button is grayed out.



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



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

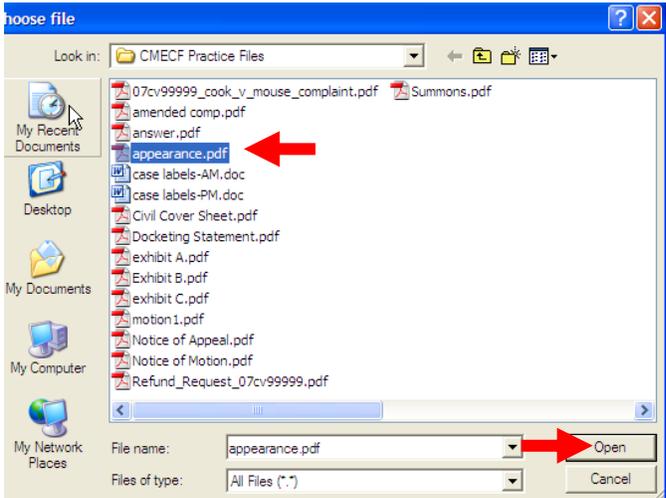


- 11. Click **Browse**.



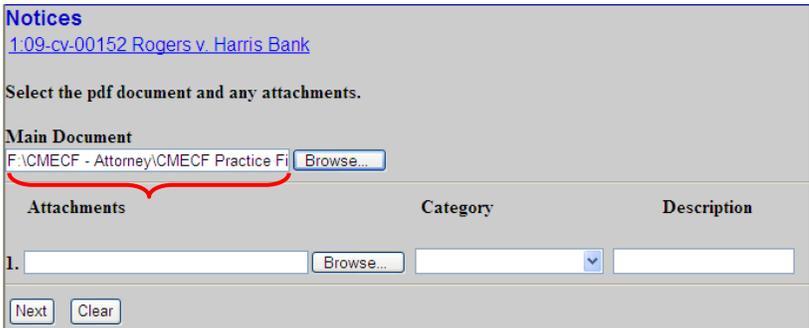
12. Select the appropriate file.

13. Click **Open** to upload the file to CM/ECF.



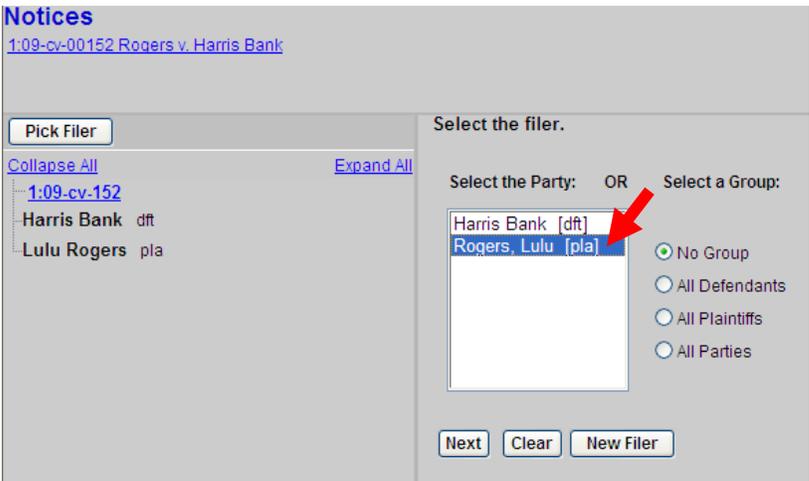
14. Verify that the correct file name displays.

- A. If correct, click **Next**.
- B. If incorrect, click your browser's back button and repeat steps 12-13.



15. Select the filing party from the list on the right.

16. Click **Next**.



If this is the first time that you have filed on behalf of a party, the attorney-party association screens displays.

- A. If you are the lead attorney, check the Lead box.
- B. Click Next.

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.

If the association should *not* be created, be sure the box is *unchecked*<

Lulu Rogers (pty:pla) represented by Ryan Crowe (aty) Lead Notice

Next Clear

- 17. Add appropriate docket text if desired.
- 18. Click Next.

Notices
1:09-cv-00152 Rogers v. Harris Bank

Docket Text: Modify as Appropriate.

ATTORNEY Appearance for Plaintiff Lulu Rogers by Ryan Crowe (Crowe, Ryan)

Next Clear

- 19. Verify that the docket text is correct.
 - A. If correct, click **Next**.
 - B. If incorrect, click your browser's back button and correct the appropriate screens.

Notices
1:09-cv-00152 Rogers v. 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.

Source Document Path (for confirmation only):
F:\CMECF - Attorney\CMECF Practice Files\appearance.pdf pages: 1

Next Clear

Notices
[1:09-cv-00152 Rogers v. Harris Bank](#)

United States District Court
Northern District of Illinois - CM/ECF TEST, Ver 4.0.2

Notice of Electronic Filing

The following transaction was entered by Crowe, Ryan on 9/29/2009 at 10:45 AM CDT and filed on 9/29/2009

Case Name: Rogers v. Harris Bank
Case Number: [1:09-cv-00152](#)
Filer: Lulu Rogers
Document Number: [1](#)

Docket Text:
[ATTORNEY Appearance for Plaintiff Lulu Rogers by Ryan Crowe \(Crowe, Ryan\)](#)

1:09-cv-00152 Notice has been electronically mailed to:
Ryan Crowe anita_baugard@ilnd.uscourts.gov

1:09-cv-00152 Notice has been delivered by other means to:

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

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.

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.

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