

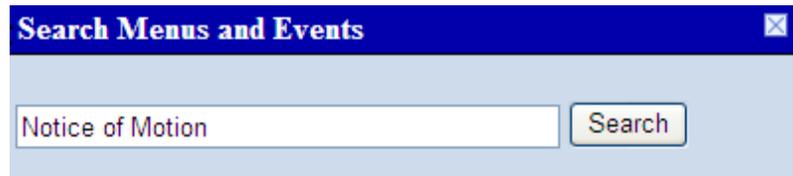
**Important Points to Keep in Mind**

- ✓ File your motion first, and then file your notice.
- ✓ Before filing your notice, check the Clerk’s Office webpage for the judge’s notice and motion requirements.

1. Click **Search** on the main menu.



2. Type **Notice of Motion** in the box.
3. Click **Search**.



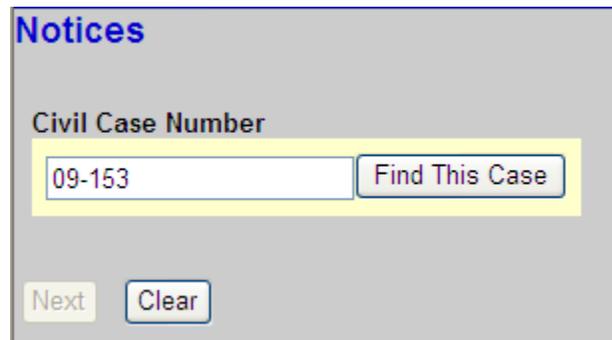
The search function works with any type of document or pleading. Simply type in the type of pleading and click **Search**.

4. Click **Notice of Motion** for the appropriate case type.

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

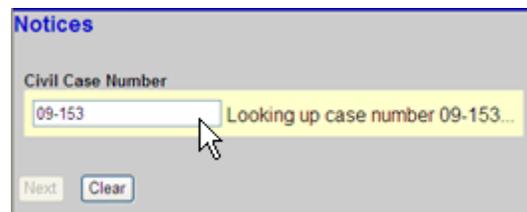


5. Enter the case number.
6. Click **Find This Case**.



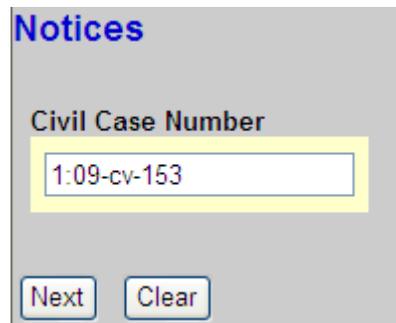
The screenshot shows a web form titled "Notices". Under the heading "Civil Case Number", there is a text input field containing "09-153" and a button labeled "Find This Case". Below these elements are two buttons: "Next" and "Clear".

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7. Wait for the system to process your request.



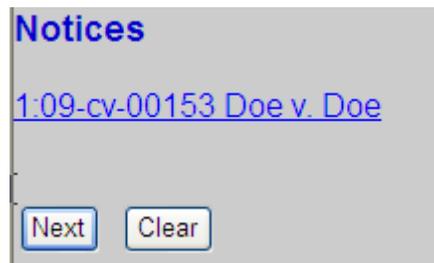
The screenshot shows the "Notices" form in a loading state. The "Civil Case Number" field still contains "09-153", but the "Find This Case" button is replaced by the text "Looking up case number 09-153...". A mouse cursor is pointing at the text. The "Next" and "Clear" buttons remain at the bottom.

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8. Click **Next**.



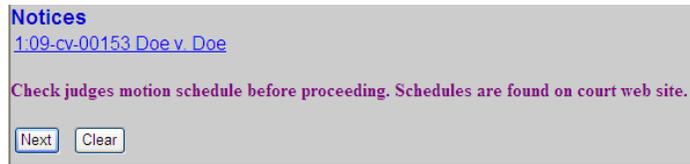
The screenshot shows the "Notices" form after the search. The "Civil Case Number" field now contains "1:09-cv-153". The "Find This Case" button is no longer present, and the "Next" and "Clear" buttons are visible at the bottom.

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9. Verify the case number and case title, and then click **Next**.



The screenshot shows the "Notices" form with the case title "1:09-cv-00153 Doe v. Doe" displayed in blue text below the "Civil Case Number" field. The "Next" and "Clear" buttons are at the bottom.

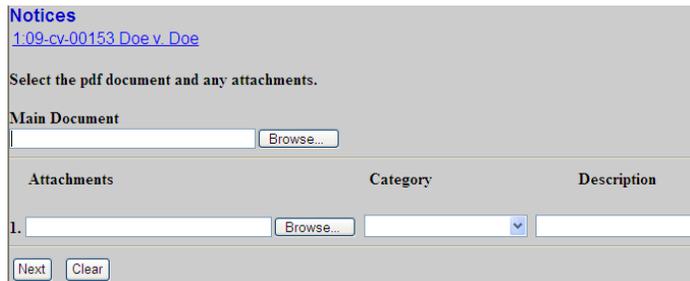
10. Click **Next**.



11. Verify that you are not noticing up a motion before a judge on a date that the judge is not hearing motions and click **Next**.



12. Click **Browse** to display the files available on your computer.

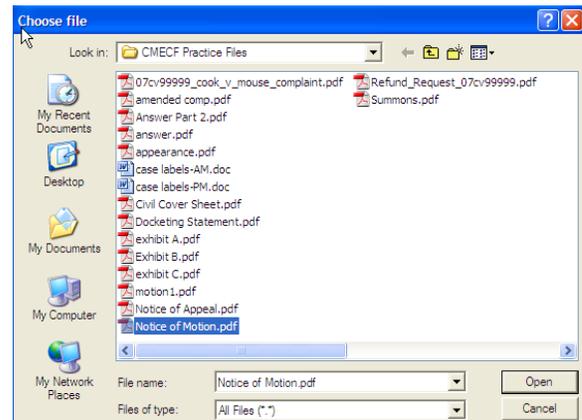


13. Locate and select the notice to be filed.

14. Click **Open**.

**To preview the file you are uploading:**

- A. Right-click on the file name.
- B. Select **Open with Acrobat**.
- C. View the document.
- D. Close the document.



15. Verify that the correct file was uploaded.

16. Click **Next**.

If the wrong file was uploaded, click **Browse** and select the correct file.

The screenshot shows a web form titled "Notices" with a link "1:09-cv-00153 Doe v. Doe". Below the link is the instruction "Select the pdf document and any attachments." The form has two main sections: "Main Document" and "Attachments".

**Main Document**  
MECF Practice Files\Notice of Motion.pdf [Browse...]

Attachments	Category	Description
1. [Browse...]	[Dropdown]	[Text]

At the bottom of the form are "Next" and "Clear" buttons.

17. Select the filing party.

18. Click **Next**.

The screenshot shows a "Pick Filer" dialog box. On the left is a tree view with "Collapse All" and "Expand All" links. The tree shows a folder "1:09-cv-153" containing several parties: "A Doe pla", "B Doe crc", "B Doe dft", "Harris Bank pla", and "Harris Bank crd".

On the right, the instruction "Select the filer." is followed by "Select the Party: OR Select a Group:". A list box contains the following items: "Doe, A [pla]", "Doe, B [crc]", "Doe, B [dft]", "Harris Bank [pla]", and "Harris Bank [crd]".

Below the list box are radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". At the bottom are "Next", "Clear", and "New Filer" buttons.

19. Click **Next**.

The screenshot shows the "Notices" form with the link "1:09-cv-00153 Doe v. Doe". Below the link is the instruction "Enter the deadline information, then select the appropriate motion(s)." At the bottom of the form are "Next" and "Clear" buttons.

20. A. Click the **Calendar** button and select the date the motion is to be heard.

B. Enter the time the motion is to be heard.

**The time must be listed in HH:MM format.**

21. Select the assigned judge.

22. Check the box next to the motion(s) being noticed.

23. Click **Next**.

**Notices**  
[1:09-cv-00153 Doe v. Doe](#)  
*notice of motion*

**Notice of Motion**

Date: 10/14/2009  Time: 10:30  AM  PM Judge: Der-Yeghiayan, Samuel

Schedule additional Notice of Motion

Select docket entry components which are to be associated with the above schedule(s).

Filing Date	#	Docket Text
09/30/2009	4	MOTION by Cross Claimant B Doe for bond (Crowe, Ryan)
		<input checked="" type="checkbox"/> MOTION for bond

Select another deadline of this type

**Check the box next to the motion being noticed.**

24. Add any desired text to the docket entry.

25. Click **Next**.

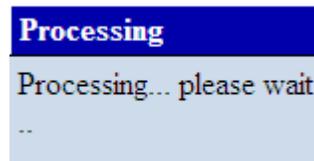
**Notices**  
[1:09-cv-00153 Doe v. Doe](#)

Docket Text: Modify as Appropriate.

NOTICE of Motion by Ryan Crowe for presentation of motion for bond[4] before Honorable Judge Samuel Der-Yeghiayan on 10/14/2009 at 10:30 AM. (Crowe, Ryan)

**Verify that the motion is linked to the notice. If you do not see a digit in brackets then you do not have a motion linked to the notice. Click BACK to return to the calendar screen and select the correct motion.**

30. Wait for the system to process your filing.



**Notices**  
[1:09-cv-00153 Doe v. Doe](#)

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 10/7/2009 at 1:49 PM CDT and filed on 10/7/2009

Case Name: Doe v. Doe  
 Case Number: [1:09-cv-00153](#)  
 Filer: A Doe  
 Document Number: [8](#) ←

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.

Docket Text:  
[NOTICE of Motion by Ryan Crowe for pres](#)  
[10/14/2009 at 10:30 AM. \(Crowe, Ryan\)](#)

1:09-cv-00153 Notice has been electronically mailed to:  
 Ryan Crowe anita\_baugard@lnd.uscourts.gov

1:09-cv-00153 Notice has been delivered by other means to:

Shown above is a partial sample of the notice of electronic filing. 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.