

U.S. District Court



Northern District of Illinois

Attorney User Guide for CM/ECF e-Filing

Version 3.1.1

March 1, 2008

**UNITED STATES DISTRICT COURT
FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 07 - 0023**

GENERAL ORDER ON ELECTRONIC CASE FILING

Meeting in executive session on November 16, 2004, the Court approved the following procedures for Electronic Case Filing (ECF). Revisions to these procedures were approved by the Court on May 19, 2005, May 21, 2006, and October 25, 2007.

I. Preamble

(A) Whereas:

- (1) this court implemented the Case Management/Electronic Case Filing System in 2005,
- (2) Federal Rules of Civil Procedure Rules 5, 77, and 79, and Federal Rules of Criminal Procedure Rules 49 and 55, now permit the creation, retention, and storage of court records and service of notice and court orders by electronic means, and
- (3) This court has provided for the creation, retention, and storage of court records and service of notice and court orders by electronic means,

(B) The Court hereby enters this general order which may be referred to as the "General Order on Electronic Case Filing."

(C) This General Order shall be available through the Court Web Site. Any additional procedures established by the Clerk of the Court pursuant to this General Order should also be available through the Court Web Site.

II. Definitions

(A) "Electronic Case Filing System" or "ECF" is the court's electronic system for receiving, recording, docketing, filing, and retrieving pleadings and other court documents in electronic form and for generating, recording, retrieving, and transmitting court orders and notices in electronic form.

(B) "E-Filer" is a person registered to use ECF in the Northern District of Illinois and who has been issued a login and password.

(C) "Notice of Electronic Filing" is the notice generated by ECF upon the completion of an electronic filing.

(D) "Court Web Site" is the official Internet web site of the United States District Court for the Northern District of Illinois, the present address of which is <http://www.ilnd.uscourts.gov>.

(E) A document is in "Compatible Format" if it is in Portable Document Format ("PDF") created by Adobe Acrobat or another similar and compatible program, or in such other format as the Clerk of the Court may designate and post on the Court Web Site.

(F) "Paper," when used in this General Order to describe forms, documents, etc., means a tangible, hard copy version in contrast to electronic versions.

III. Scope of Electronic Filing

- (A) (1) All civil, criminal, and admiralty cases are assigned to ECF except those categories of cases specifically excepted below.
- (2) The following categories of cases do not qualify to be assigned to ECF:
- (a) petty offenses;
 - (b) grand jury matters;
 - (c) sealed cases, until a point in the proceedings when the case is unsealed; and
 - (d) any other specific case where the court expressly orders that it not be assigned to ECF, until a point in the proceedings that the court may order otherwise.
- (B) (1) Except as expressly provided and in exceptional circumstances preventing a E-Filer from filing electronically, all petitions, motions, memoranda of law, or other pleadings and documents required to be filed with the court after September 30, 2005 in connection with a case assigned to ECF shall be electronically filed.
- (2) The following categories of documents are not to be filed electronically:
- (a) charging documents in a criminal case, including superseding indictments, superseding informations, and superseding complaints;
 - (b) warrants for arrest and summons in criminal cases;
 - (c) all documents that require the signature of a criminal defendant;
 - (d) pretrial services reports and presentence reports;
 - (e) administrative records;
 - (f) state court records in a habeas corpus case;
 - (g) restricted, sealed, or *in camera* documents;
 - (h) *ex parte* motions;
 - (i) verdict forms signed by one or more members of the jury;
 - (j) bonds;
 - (k) letters of request;
 - (l) other designated documents in accordance with procedures established by the Clerk of the Court; and
 - (m) documents that the court expressly orders or permits to be filed in paper form.

(3) As to those documents listed in § III(B)(2) and any other documents filed in paper form, the Clerk of the Court may establish procedures for creating and storing electronic versions of such documents. Those procedures (a) may contain provisions for creating redacted versions of documents and (b) shall not provide for the maintenance of electronic versions of pretrial services reports, presentence reports, restricted documents, sealed documents, *in camera* documents, or *ex parte* motions unless the Clerk of the Court specifically determines that the then-current version of ECF contains adequate protections for securing and restricting access to such documents.

(C) Prior to filing an emergency motion or matter, as defined in Local Rule 77.2, an E-Filer shall contact the judge's courtroom deputy or chambers by telephone or in person. Chambers information, including standing orders, is posted on the Court Website.

(D) The Clerk of Court is hereby granted the authority to authorize refunds upon written request by a party who has inadvertently made erroneous or duplicate payments on line. All approved refunds shall be processed through the electronic credit card system. In the event that a particular attorney or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the Clerk of Court may request that the Court issue an order to show cause why further requests for refunds should be considered. If a credit card transaction is invalid for any reason or if the credit card processing function in CM/ECF is experiencing problems, payment must be made within two business days. Summons will not be issued until the fee is paid by credit card, check, cash, or money order. If the case is an emergency filing, the filer must bring the paper document.

IV. Eligibility, Registration, and Passwords

- (A) (1) Attorneys admitted to the bar of this court, including those admitted *pro hac vice*, and attorneys representing the United States in the attorney's official capacity, may register as E-Filers.
- (2) Registration shall be in accordance with procedures established by the Clerk of the Court and shall require that the applicant provide his or her name, address, telephone number, Internet e-mail address, and a declaration that the applicant is admitted to the bar of this court or admitted *pro hac vice*. Registration also requires that the applicant have or obtain an account on the Public Access to Court Electronic Records ("PACER") system.
- (B) (1) A party to a pending civil action who is not represented by an attorney and who is not under filing restrictions imposed by the Executive Committee of this Court, may register as an E-Filer solely for purposes of the case.
- (2) Registration shall be in accordance with procedures established by the Clerk of the Court and shall require that the applicant identify the action as well as the name, address, telephone number, and Internet e-mail address of the applicant. Registration also requires that the applicant have or obtain an account on the Public Access to Court Electronic Records ("PACER") system.

(3) Parties who are in custody are not permitted to register as E-Filers. If, during the course of the action, a party who is registered as an E-Filer is placed in custody, the E-Filer shall promptly advise the Clerk of the Court to terminate the E-Filer's registration as an E-Filer.

(4) If, during the course of the action, the party retains an attorney who appears on the party's behalf, the attorney must advise the Clerk of the Court to terminate the party's registration as an E-Filer upon the attorney's appearance.

(C) Registration as an E-Filer constitutes consent to electronic service of all documents as provided in this General Order and in accordance with the Federal Rules of Civil Procedure and Federal Rules of Criminal Procedure. The Clerk of the Court shall use an electronic and/or paper registration form that contains an express consent to service by electronic means in accordance with Fed. R. Civ. P. 5(b)(2)(D) and Fed. R. Crim. P. 49(b).

(D) The Clerk of the Court may establish registration procedures that require an E-Filer applicant complete on-line and/or in-person ECF training prior to being provided full access as an E-Filer.

(E) Once registration and/or training is completed in accordance with procedures established by the Clerk of the Court, the Clerk of the Court shall provide the E-Filer with notification of the E-Filer's login and password.

(F) E-Filers agree to protect the security of their passwords.

(1) An E-Filer shall immediately notify the Clerk of the Court if he or she learns that the E-Filer's password has been compromised.

(2) Use of the login and password is limited to the E-Filer and agents specifically authorized by the E-Filer. The E-Filer shall be responsible for all applicable charges associated with use of the E-Filer's password, and any documents filed by use of the password shall be deemed authorized and signed by the E-Filer.

(3) If the Clerk of the Court believes that an E-Filer's password has been compromised, the Clerk of the Court shall notify the E-Filer. In such instances, the Clerk of the Court may make necessary corrections to ECF and shall issue a new password to the E-Filer.

(4) E-Filers may be subject to sanctions for failure to comply with the provisions of this General Order or any ECF procedures established by the Clerk of the Court.

(G) It is the responsibility of the E-Filer to maintain adequate facilities and equipment to participate in ECF, including maintaining a current and active e-mail address. The E-Filer shall promptly notify the Clerk of the Court and opposing litigants in pending cases of any changes in the E-Filer's e-mail address. An E-Filer who lacks the necessary facilities, equipment, or active e-mail address, other than for a temporary period of limited duration, shall promptly seek withdrawal from ECF.

(H) A An E-Filer may, for cause, be terminated from using ECF. The Clerk of the Court shall establish rules and procedures for such termination, which shall provide for review by petition to the Executive Committee of the court or a designated district judge or magistrate judge.

- (I) (1) An E-Filer who is transferred to inactive status in accordance with LR 83.18 or suspended or disbarred pursuant to the court's disciplinary procedures, LR 83.25-.31, shall have his or her registration as an E-Filer automatically terminated.
- (2) Following reinstatement under LR 83.18 or LR 83.30, a previously registered E-Filer must request reinstatement of his or her registration as an E-Filer. Such request must include then-current information as to the E-Filer's name, address, telephone number, and Internet e-mail address and any other information that may be required under procedures established by the Clerk of the Court.

V. Consequences of Electronic Filing

- (A) Electronic transmission of a document to ECF consistent with these rules, together with the transmission of a Notice of Electronic Filing from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the local rules of this court, and constitutes entry of the document on the docket kept by the Clerk of the Court under Fed. R. Civ. P. 58 and 79 and Fed. R. Crim. P. 49 and 55.
- (B) (1) When a document has been filed electronically or created by the court electronically, the official record is the electronic recording of the document as stored by the court, except as provided for in section V(B)(2) below.
- (2) Redacted stored electronic versions of paper documents filed with the court shall not constitute the official record of the court and the paper document shall be maintained as the official record of the court.
- (C) Where the Clerk determines that a legible scanned image cannot be produced of a document filed in paper form, the paper document shall be maintained as the official record of the court except as provided for in sections V(D) and V(E) below.
- (D) Where a document filed in paper form is suitable for scanning, but one or more exhibits attached to the document cannot be readily scanned due to the quality of text or images included in the exhibit, the clerk may scan the document as provided for in section (B)(1) above and retain the exhibit in paper form.
- (E) Where a document filed in paper form is otherwise suitable for scanning but includes color text or images, the clerk may scan the document as provided for in section (B)(1) above to create a black and white electronic version of the document.
- (F) The filing party is bound by the document as filed. The clerk of court may, where necessary and appropriate, modify the docket to comply with quality control standards.
- (G) Except in the case of documents first filed in paper form and subsequently submitted electronically under § III(B)(4), a document filed electronically is deemed filed at the date and time stated on the Notice of Electronic Filing from the court.
- (H) Filing a document electronically does not alter the filing deadline for that document. Filing must be completed before midnight Central Time in the Northern District of Illinois in order to be considered timely filed that day. To the extent local rule or an order of the court requires filing with the court or service on an opposing party by a

specific time of day, the document must be filed or served by that time of day to be timely and a courtesy copy submitted to the court within one business day.

VI. Entry of Court Orders

(A) (1) All orders, decrees, judgments, and proceedings of the court will be filed in accordance with this General Order which will constitute entry on the docket kept by the Clerk of the Court under Fed. R. Civ. P. 58 and 79 and Fed. R. Crim. P. 49 and 55. All signed orders will be filed electronically by the court or court personnel. Any order filed electronically by the court or court personnel without the original signature of a judge (or, where applicable, the Clerk of the Court) has the same force and effect as if the judge or Clerk of the Court had affixed the judge's or Clerk of the Court's signature to a paper copy of the order and it had been entered on the docket in the manner otherwise provided.

(2) The Clerk of the Court may establish additional procedures for filing, creating, and storing electronic versions of orders, decrees, and judgments.

(B) An E-Filer submitting a document electronically that requires a judge's signature must promptly deliver the document in such form as the court requires.

VII. Documents, Attachments, and Exhibits

(A) E-Filers must file all documents in electronic form, except where this General Order or the court permits otherwise. All electronic documents must be submitted in Compatible Format. Each document filed electronically must be titled using one of the categories contained in ECF.

(B) Documents filed electronically must not exceed 5 megabytes in size. Any document that exceeds these limits must be broken into multiple PDF files and filed as a document and attachments. By way of example, most filings include a foundation document (e.g., motion) and other supporting attachments (e.g., memorandum and exhibits). The foundation document as well as the supporting attachments will each be deemed a separate component of the filing, and each component shall be uploaded separately in the filing process:

(C) E-Filers may be excused from filing a particular component electronically under certain limited circumstances, such as when the component cannot be reduced to an electronic format. Such component shall not be filed electronically, but instead shall be filed with the Clerk of the Court and served upon the parties in accordance with the applicable Federal Rules of Civil Procedure or Federal Rules of Criminal Procedure and the local rules for filing and service of paper documents. E-Filers filing a paper component shall file electronically a Notice of Paper Filing setting forth the reason(s) why the component cannot be filed electronically.

(D) An E-Filer, unless otherwise instructed by the court, may submit as exhibits or attachments only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. E-Filers who file excerpts of documents as exhibits or attachments under this rule do so without prejudice to their right to timely file additional excerpts or the complete document. Responding parties may timely file additional excerpts or the complete document that they believe are directly germane.

(E) (1) Nothing in section VII of this General Order shall override the local rules regarding page limitations on specific types of documents. The pages of electronic documents should substantially comply with the page limitations contained in LR 5.2. Absent leave of court, the page limitations set forth in LR 7.1 apply to briefs filed in electronic form.

(2) Nothing in section VII of this General Order shall prevent the court from ordering that other rules will apply in a particular case.

VIII. Restricted or Sealed Documents

(A) Restricted or sealed documents must be filed in paper form in accordance with LR 5.8 and 26.2.

(B) (1) A motion for a protective order or to file restricted or sealed documents may be filed electronically unless prohibited by law.
(2) If such a motion itself contains all or part of the proposed restricted or sealed materials, an E-Filer may file such a motion in paper form.

IX. Retention Requirements for Documents with Signatures of Persons Other Than E-Filers

(A) Documents that are electronically filed and require original signatures other than that of the E-Filer, *e.g.*, affidavits, declarations, must be maintained in paper form by the E-Filer until 4 years after all time periods for appeals expire.

(B) On request of the court, the E-Filer must provide original documents for review.

X. Signatures of E-Filers

(A) The user login and password required to transmit documents to ECF serve as the E-Filer's signature on all electronic documents filed with the court. They also serve as a signature for purposes of Fed. R. Civ. P. 11, the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, the local rules of this court, and any other purpose

for which a signature is required in connection with proceedings before the court. Each document filed electronically must, if possible, indicate that it has been electronically filed. Electronically filed documents must include a signature block and must set forth the name, address, telephone number and the attorney's bar registration number, if applicable. In addition, the name of the E-Filer under whose login and password the document is submitted must be preceded by an "/s/" and typed in the space where the signature would otherwise appear.

(B) No E-Filer or other person may knowingly permit or cause to permit an E-Filer's password to be used by anyone other than an authorized agent of the E-Filer. Electronic filing may be delegated to an authorized agent, who may use the login and password to transmit a filing. However, use of the login and password to transmit the filing constitutes a signature by the E-Filer, even when the E-Filer does not perform the physical act of filing.

(C) In cases assigned to ECF, documents requiring signatures of more than one party must be electronically filed either by: (1) transmitting a scanned document containing all necessary signatures; (2) representing the consent of the other parties on the document; (3) identifying on the document the parties whose signatures are required and by the submission of a notice of endorsement by the other parties no later than three court days after filing; or (4) in any other manner approved by the court.

XI. Service of Documents by Electronic Means

(A) All E-Filers shall maintain a current and active e-mail address to receive Notices of Electronic Filing through ECF.

(B) When a pleading or other document is filed electronically in a case assigned to ECF, ECF will automatically generate a Notice of Electronic Filing, which will automatically be transmitted by e-mail to all E-Filers in the case.

(C) Subject to the provisions of Fed. R. Civ. P. 5(b)(3), the Notice of Electronic Filing constitutes service under Fed. R. Civ. P. 5(b)(2)(D) and Fed. R. Crim. P. 49(b) as to all E-Filers in a case assigned to ECF.

(D) Parties to a case assigned to ECF, who are not E-Filers or represented by an E-Filer and who have not otherwise consented to service by electronic means under Fed. R. Civ. P. 5(b)(2)(D), are entitled to receive a paper copy of any electronically filed document. Service of such paper copy must be made in accordance with the Federal Rules of Civil Procedure, the Federal Rules of Criminal Procedure, and the local rules of this court.

(E) Where service is made as to any party who is not an E-Filer or is represented by an E-Filer, a certificate or affidavit of service must be included with all documents filed

electronically. Such certificate or affidavit shall comply with LR 5.5 Such certificate or affidavit is not required as to any party who is an E-filer or is represented by an E-filer.

XII. Notice of Court Orders and Judgments

(A) Immediately upon the entry of an order or judgment in a case assigned to ECF, the Clerk of the Court will transmit to E-Filers in the case, in electronic form, a Notice of Electronic Filing. Electronic transmission of the Notice of Electronic Filing constitutes the notice required by Fed. R. Civ. P. 77(d) and Fed. R. Crim. P. 49(c). The Clerk of the Court must give notice in paper form to a person who is not an E-Filer or represented by an E-Filer in accordance with the Federal Rules of Civil Procedure, Federal Rules of Criminal Procedure, and the local rules of this court.

XIII. Technical Failures

(A) An E-Filer whose filing is made untimely as a result of a technical failure may seek appropriate relief from the court.

(B) Any difficulty connecting to ECF and any other technical failure experienced should be immediately reported to the ECF Help Desk. The Court Web Site shall provide information as to how to contact the ECF Help Desk.

XIV. Public Access

(A) Anyone desiring to view documents and court records maintained on ECF from a location other than the office of the Clerk of the Court, must have an account on the Public Access to Court Electronic Records ("PACER") system. Information about PACER, including applicable fees and how to register for it, may be found on the Court Web Site.

(B) The public will have electronic access to ECF at the offices of the Clerk of the Court for viewing during regular business hours. The offices of the Clerk of the Court are located at 219 South Dearborn Street, Chicago, IL 60604 and 211 S. Court Street, Rockford, IL 61101.

(C) Paper copies and certified copies of the electronically maintained documents on ECF may be purchased at the offices of the Clerk of the Court. The fees for copying and certifying will be in accordance with 28 U.S.C. § 1930.

ENTER:
FOR THE COURT

Chief Judge

Dated at Chicago, Illinois this _____ day of October, 2007

General

The Case Management/Electronic Case Filing System (CM/ECF) is the Court's electronic system for receiving, recording, docketing, filing, and retrieving pleadings and other court documents in electronic form. CM/ECF is also capable of generating, recording, retrieving, and transmitting court orders and notices in electronic form.

System Requirements

- IBM or MAC PC
- Pentium III or higher
- Minimum 256MB RAM
- High-speed Internet access through a service provider
- Acrobat Reader 4.0 or higher
- Acrobat Writer 4.0 or higher or other comparable program able to publish documents to PDF format
- Internet Browser: Netscape Version 4.76 or Internet Explorer 5.5
- Scanner to convert documents to PDF format that are not in your word processing system

User Accounts

As a registered user you have full responsibility for maintaining your account. Information on how to maintain your account is provided in the *Maintaining Your Account* section of this guide. This includes information affecting such matters as how notice is provided and where notices are sent. Unlike PACER, your CM/ECF account **may not be shared** by multiple users.

Login ID and Password

Take every reasonable precaution to protect your login name and password, as you are responsible for all ECF activity associated with your account. If you change the ECF password that you are issued when your account is set up, no one at the Court will know what your password is or be able to retrieve it for you. Your PACER login and password **will not work** in CM/ECF. **Any login or password that you may have received from another District or Bankruptcy court will not work in this Court.**

Pacer Accounts

Registered users are required to have a PACER account. The PACER account gives you the ability to read case dockets and view electronic images of documents. PACER accounts may be shared by multiple individuals. In contrast, each CM/ECF registered user is required to have his or her individual account, login, and password.

Courtesy Copies

Local Rule 5.2(e) provides as follows: “Each person or party filing a paper version of a pleading, motion, or document, other than an appearance form or return of service, shall file in addition to the original a copy for use by the court. Where a filing is made electronically of a pleading, motion, or document other than an appearance form or return of service, a paper copy shall be provided for the judge within one business day, unless the judge determines that a paper copy is not required..”

The paper copy of the electronic filing should be placed in the drop box reserved for that purpose, located on the south end of the 20th floor Clerk’s Office, unless the judge has directed that such copies be delivered directly to chambers.

Documents

All documents must be in PDF (portable document format). The General Order on Electronic Case Filing provides that “Documents filed electronically should not exceed 5 megabytes in size”. This applies to each individual component of an electronic filing, not to the entire filing. In other words, if you are filing a motion with several exhibits, the motion itself and each exhibit can each be up to 5 megabytes in size.

If the exhibits you need to file with your main document are too large subdivide the exhibit, and identify each attachment appropriately, e.g., Exhibit A, Part 1, Exhibit A, Part 2.

As long as the combined exhibits do not exceed 5 megabytes in size, you can combine them in a single attachment. If you do, be sure to label the attachment appropriately, e.g., Exhibits A through D.

System Access and Availability

Registered users may access CM/ECF from the Clerk’s website at www.ilnd.uscourts.gov. The system is available 24 hours a day, seven days a week, 365 days per year with the exception of Friday’s between the hours of 7:00 a.m. and 7:30 a.m. when the system will be down for routine system maintenance.

Accessing CM/ECF



1. Double-click on your Internet browser icon. The icons of the two most popular browsers are displayed above.



2. Type www.ilnd.uscourts.gov in the address bar of your browser then press **Enter**.



3. Click the **CM/ECF** link.



4. Click the **CM/ECF Live** link.

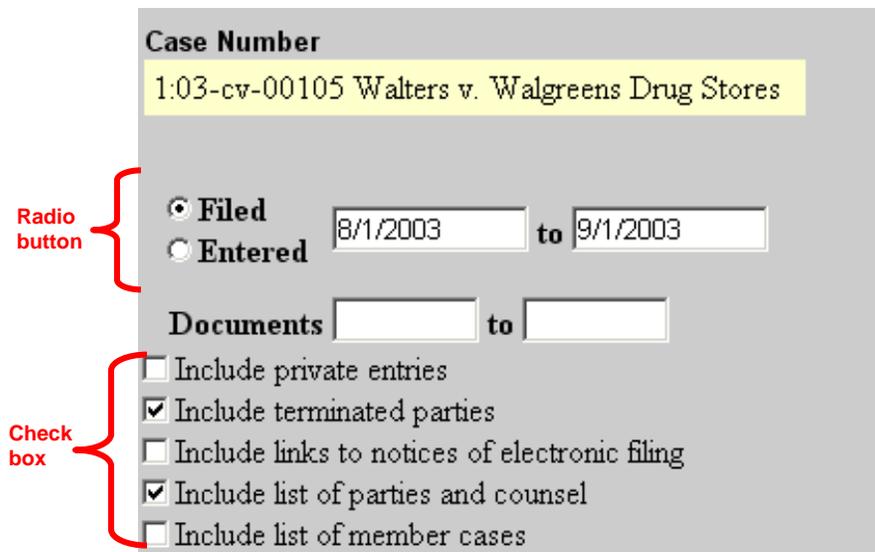
5. Type your login ID.
6. Type your password. **Remember, passwords are CaSe sensitive!**
7. Click **Login**.
8. The **Main Menu** screen displays. Options for completing filing tasks are at the top of the screen. The **logout** button is also located on the menu bar. Protect the security of your account by **always** logging out of a CM/ECF session. Unlike other Windows applications, clicking the **X** in the upper right hand corner of the window (screen) will not log you out of the system.

CM/ECF has many features that can help you to navigate through the various screens you need to use. Discussed below are the most common navigational features of CM/ECF.

If you click on this button...	You will...
	Advance one screen at a time.
	Clear the information entered in the screen. The Clear feature does not work on all screens.
	Return to the previous screen, one screen at a time. You can move back through several screens by clicking on your Back button once for each screen. You may use this option instead of the Clear button.

Check Boxes and Radio Buttons

Check boxes and radio are used when you need to select one or more choices from a list. Clicking on a check box places a in the option box. In most cases you may select more than one check box. A radio button is a round button used to select only **one** option from a set of choices. The example shown above shows both types of buttons.



Case Number
1:03-cv-00105 Walters v. Walgreens Drug Stores

Radio button {
 Filed 8/1/2003 to 9/1/2003
 Entered 8/1/2003 to 9/1/2003

Documents [] to []

Check box {
 Include private entries
 Include terminated parties
 Include links to notices of electronic filing
 Include list of parties and counsel
 Include list of member cases

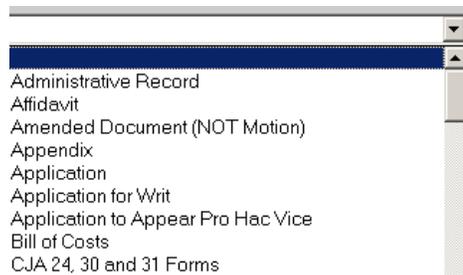
Drop down menus

A drop down menu is a list which appears, or “drops down,” when a down arrow (▼) is clicked. Drop down menus are used to make a selection from a list of choices, such as the cause of action or nature of suit in a civil case, a type of motion, or a docketing event. Simply click your desired selection.

Drop down menus may be quite long; you have two options for moving down the list quickly.

Option 1 In the selection text box, enter the first letter of the word. The list automatically advances to that group of letters on the screen. The selected event(s) selected display in the text box.

Option 2 Click on the down arrow to the right of the text box to view the list. To scroll up or down the list, click the up (▲) or down (▼) arrow. Click on the item you wish to docket, the title will appear in the text box.



Note
Depending on the screen, you may be able to select more than one choice from the drop down menu.

Error messages

When a mistake is made in CM/ECF an error message will often appear on the screen. Error messages usually will both tell you what type of mistake has been made and what corrective steps need to be taken.

Silver Balls (Splats)

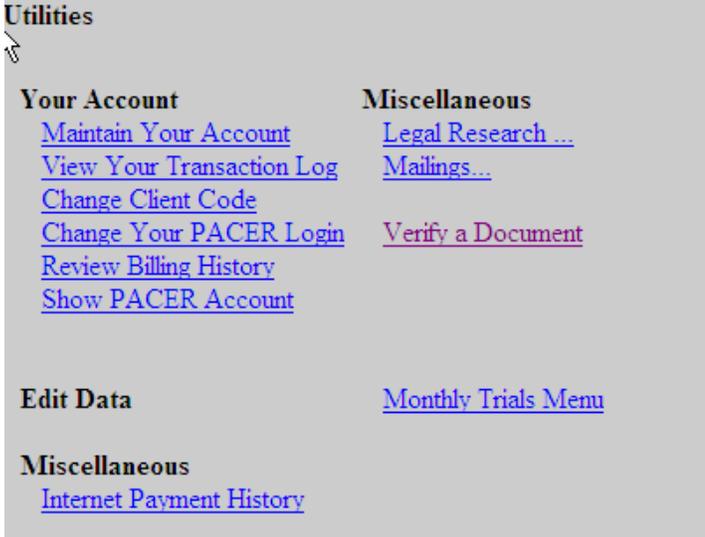
Click on a silver ball to display the electronic notice associated with the document filed.

1	COMPLAINT filed by Joseph Martin, Jury Demand (amb,) (Entered: 10/18/2004)
5	MOTION by defendant Bobby L. Cook to compel proof of damage and Motion to continue to do business. (cem,) (Entered: 10/27/2004)
6	NOTICE of Motion by Bobby L. Cook for presentment of Motion to compel proof of damages and Motion to continue to do business 5 before Honorable Martin C. Ashman on 6/25/2004 at 9:30 AM. (cem,) (Entered: 10/27/2004)
10	MOTION by Defendant Bobby L Cook to compel witnesses to appear and motion to continue discovery (Test1, Docket) (Entered: 10/29/2004)
11	MOTION by Defendant Bobby L Cook to compel witnesses to appear and motion to continue case (Test1, Docket1) (Entered: 10/29/2004)

Important Points to Keep in Mind

CM/ECF offers several utilities to users that are helpful in working with the system. In addition to providing tools that may help you to monitor your use of CM/ECF, the utilities section is where you will manage your CM/ECF password and record your e-mail address, mailing address, and other important information.

It is your responsibility to manage your own CM/ECF account. If you do not maintain a current e-mail and mailing address, you will not receive notices electronically or through the postal service.

<p>1. Click Utilities to access your account.</p>	
<p>2. Select the appropriate option.</p>	

If you want to	Then click ...
Update your contact information	Maintain Your Account
Change your login or password	Maintain Your Account
Set e-mail preferences	Maintain Your Account
Check activity on your account	View Transaction Log
View mailing information for a case	Mailings
Generate Mailing Labels	Mailings

Update Your Contact Information

Maintain User Account

Last name First name Filer status

Middle name Generation Filer status comment

Gender ATY Type

Title

Bar number Type crt

Prisoner id Add Headers to PDF Documents

Office

Unit

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

Initials End date

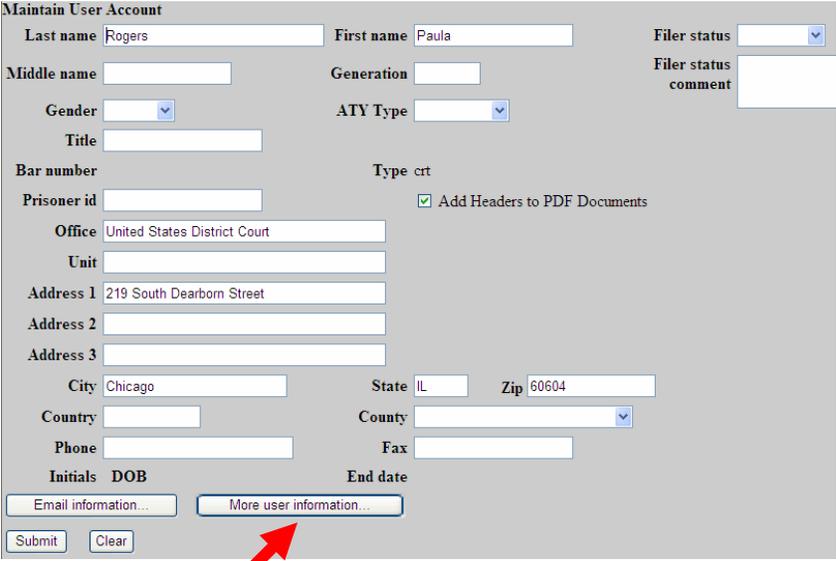
Click Submit when done.

Field	Description/Action
Name	Verify that your information is correct.
Generation	Optional: Enter I, II, etc. For example, John Smith III..
Title	Optional: Mr., Mrs. Ms., Dr., etc.
Gender	Optional: Click the ▼ arrow and select.
ATY	Optional: Click the ▼ arrow and select the type of attorney.
Bar Number	Enter your Illinois State Bar ID number. Leave blank if you do not have an ID.
Prisoner id	Leave blank.
Office/Unit	Optional: Enter the name of your firm and unit to which you are assigned.
Address, City, State, Zip	Enter your postal service mailing address. This address will be used when a notice or other information is mailed out manually.

Managing Your Account

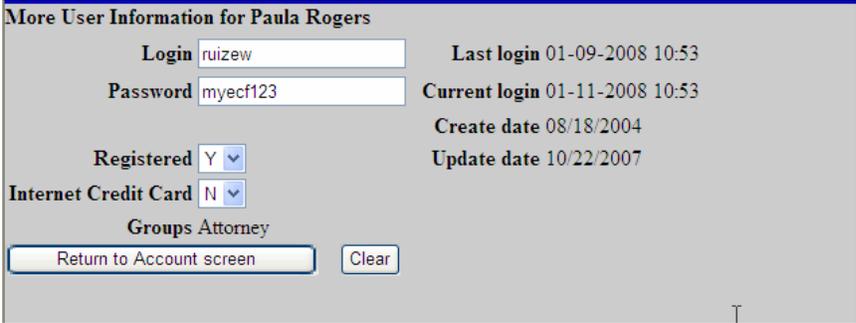
Change Login and/or Password

1. Click **More user information.**



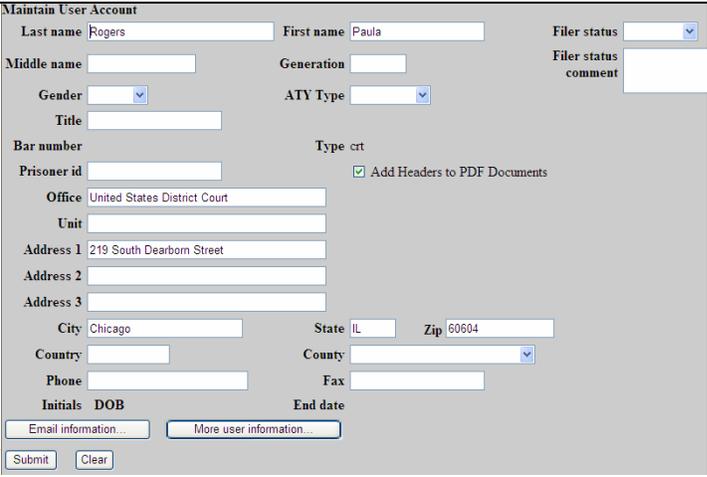
2. Enter the desired login and/or password.

3. Click **Return to Account screen.**



4. Click **Submit.**

You MUST submit your changes from this screen!



Managing Your Account

Set e-Mail Preferences

1. Click **Email information.**

Maintain User Account

Last name: Rogers First name: Paula Filer status: [dropdown]
Middle name: [text] Generation: [text] Filer status comment: [text]
Gender: [dropdown] ATY Type: [dropdown]
Title: [text]
Bar number: [text] Type crt: [text]
Prisoner id: [text] Add Headers to PDF Documents
Office: United States District Court
Unit: [text]
Address 1: 219 South Dearborn Street
Address 2: [text]
Address 3: [text]
City: Chicago State: IL Zip: 60604
Country: [text] Country: [dropdown]
Phone: [text] Fax: [text]
Initials: [text] DOB: [text] End date: [text]
Buttons: Email information... More user information...
Buttons: Submit Clear

2. Enter your e-mail address.
3. Select a delivery method.

Email Information for Paula Rogers

Primary E-mail Address	Format	Delivery Method	In All	Active My Cases	Additional Options
paula_rogers@lnd.courts.gov	HTML	Individual NEF	<input checked="" type="checkbox"/>	Yes	Hide Options

Buttons: Add Additional E-mail Address Individual NEF Summary NEF son Information Screen Clear

Delivery Method

Select **Individual NEF** to receive an e-mail for each document filed or entry to the docket.

Select **Summary NEF** to receive an e-mail that summarizes all activity from the previous day (12:00 a.m. – 11:59 p.m.).

Managing Your Account

- Select additional options.
- Add additional email addresses if desired.
- Click **Return to Person Information Screen**.

Additional Cases

Select this option to receive notice on additional cases with which you are not associated with. Keep in mind that **PACER fees will apply**.

Delivery Method Exceptions

Select this option if you've selected to receive a Summary NEF, but want to receive individual e-mails on specific cases.

Select Additional Cases

- Select **Additional Cases**.
- Click **Add**.
- Enter the case number.
- Click **Add to List**.
- Repeat for additional cases.
- Click **Return to Person Information Screen**.

Add Additional e-Mail Addresses

1. Click **Add Additional E-mail Address**.

- 2. Enter the e-mail address.
- 3. Select the delivery options.
- 4. Repeat for up to five secondary addresses.
- 5. Click **Return to Person Information Screen**.

- ☞ To have the recipient receive notice in all your cases, check the **In All My Cases** box. Otherwise, specify the cases.
- ☞ To deactivate the secondary e-mail address, uncheck the box under the “Active” column.
- ☞ The “free look” does not apply to secondary email addresses. PACER fees will apply to secondary email addresses.

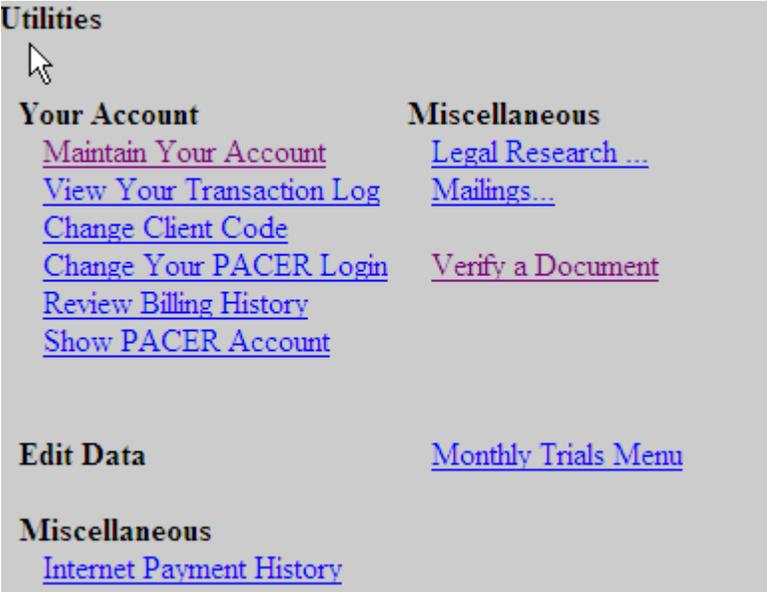
View Your Transaction Log

The transaction log is a report that lists all CM/ECF entries and transactions that you made during a specified time period.

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

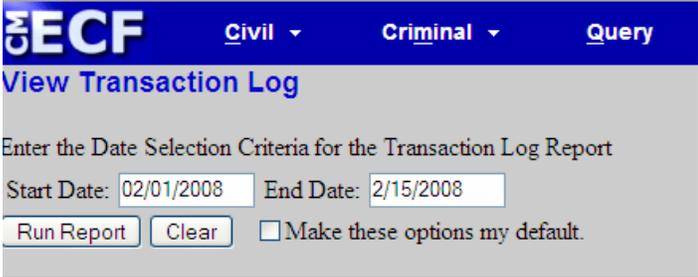


2. Click **View Your Transaction Log**.



3. Enter the date range.

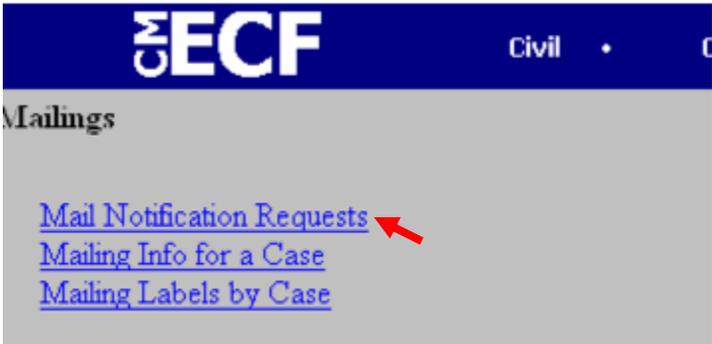
4. Click **Run Report**.



Transaction Log			
Report Period: 01/11/2008 - 01/11/2008			
Id	Date	Case Number	Text
161065	01/11/2008 08:40:40	1-04-cv-8000	AMENDED complaint by Samuel Pearl against Daffy Duck, Samuel Pearl (Rogers, Paula)
161068	01/11/2008 09:33:09	1-04-cv-8000	MOTION by Defendant Arklng Group for summary judgment (Rogers, Paula)
161069	01/11/2008 10:19:21	1-04-cv-8000	NOTICE of Motion by Thurston D Smith, Jr for presentment of motion to dismiss[6], motion to expedite [7] before Honorable Wayne R. Andersen on 1/15/2008 at 09:30 AM. (Rogers, Paula)

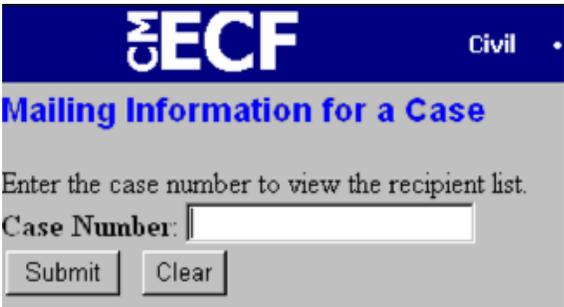
Account activity for the date range entered.

Mailings



Mail Notification Requests

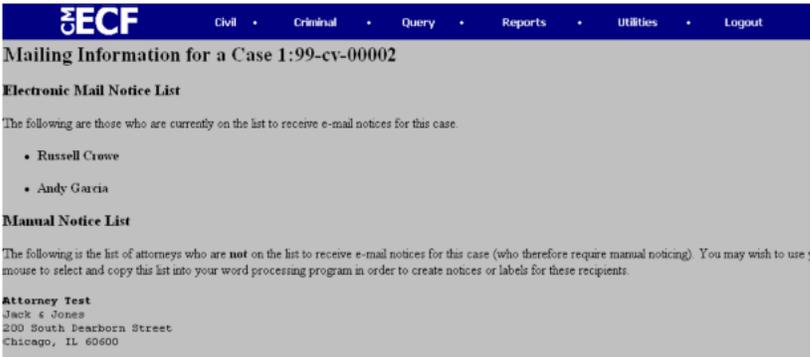
Click this link for information for one or more people who have requested e-mail notification from CM/ECF. (You will need to login to your PACER account to retrieve this information.)



Mailing Info for a Case

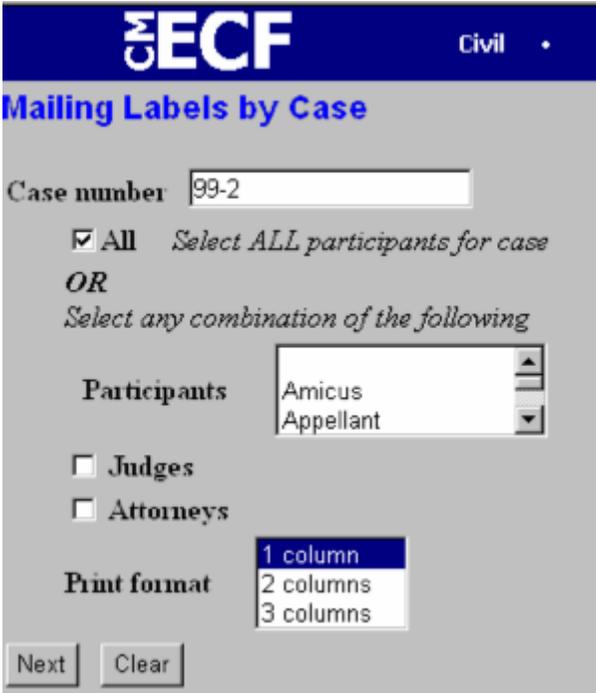
Identify who is receiving e-mail notices and notices through the postal system in a specific case.

1. Click the **Mailing Info for a Case** link.
2. Enter the case number.
3. Click **Submit**.



Mailing Labels by Case

Click this link to generate a set of mailing labels for use in a case.



Mailing Labels by Case

Generate and print mailing labels for use in a case.

1. Click the **Mailing Labels by Case** link.
2. Enter the case number.
3. Click the ▼ arrow and select the participants. To select more than one participant hold down the **CTRL** key while clicking each name.
4. Select a format for the labels.
5. Click **Next** to display the labels.

Filing a Complaint or Other Initiating Document

READ THIS before attempting to file a complaint.

- ✓ Payment for filing fees will be made through Pay.gov, a service used by the District Court to process filing fees. Pay.gov is **NOT** a department of, or managed by the District Court.

Please review the General Order regarding refund of filing fees paid electronically. The full order is available at <http://10.205.15.104/PRESS/GeneralOrder102607.PDF> and applicable excerpt is provided at the end of this document.

- ✓ The filing user will be prompted to enter **credit card** information while filing the notice of appeal. Pay.gov accepts Visa[®], MasterCard[®], Discover[®], American Express[®] and Diners Club International[®].

Debit cards are not accepted for payment at this time. Please check the Clerk's Office website at www.ilnd.uscourts.gov for updates.

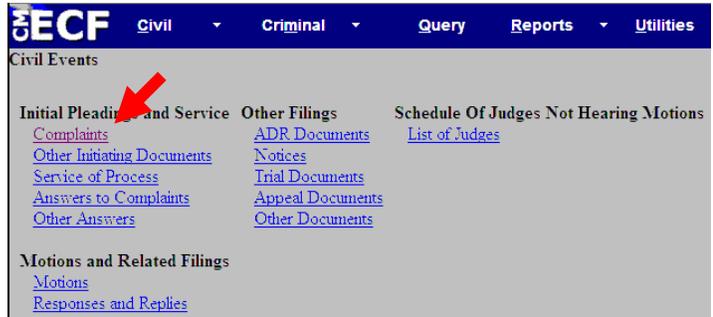
- ✓ New cases are deemed filed on the day the Clerk's Office receives the required filing fee. Any complaint or miscellaneous filing submitted for payment electronically without payment will be docketed as a received document (fee due).
- ✓ Complaints will be filed in a temporary case record bearing the case number 07cv99999 and the case title "Plaintiff v. Defendant". Clerk's Office staff will assign a case number, judge, and magistrate judge to the documents submitted by close of business at 4:30 p.m. Filings submitted after 4:30 p.m. will be assigned the following business day. Documents will maintain the filing date of the date submitted.
- ✓ Sealed documents are to be submitted to the Clerk's Office in paper form in accordance with local rules. No sealed documents are to be e-filed.
- ✓ Carefully follow the instructions provided in this document to ensure a successful filing.

Filing a Complaint or Other Initiating Document

1. Select the appropriate link to begin your filing.

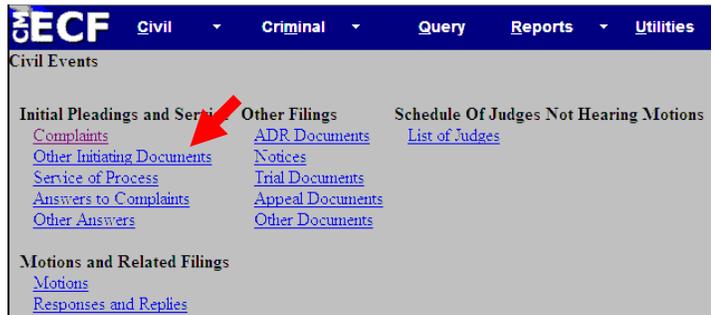
➤ To file a **Complaint** click on the **Complaints** link.

➤ To file a **Writ of Habeas Corpus** click on the **Complaints** link.



➤ To file a **Notice of Removal** click on the **Other Initiating Documents** link.

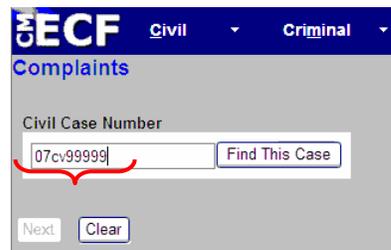
➤ To file a **Miscellaneous Case** click on the **Other Initiating Documents** link.



2. A. Enter **07cv99999** as the case number.

B. Click **Find This Case**.

**** ROCKFORD office filers use case number 07cv59999**



3. Once the case number displays in the box click **Next**.



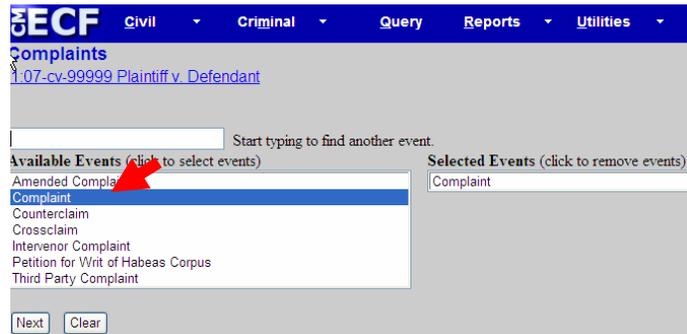
Filing a Complaint or Other Initiating Document

4. Click **Next**.



The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a blue header with the ECF logo and navigation tabs for 'Civil' and 'Criminal'. Below the header, the word 'Complaints' is displayed in a large font. Underneath, the case number '1:07-cv-99999 Plaintiff v. Defendant' is shown. At the bottom of the page, there are two buttons: 'Next' and 'Clear'.

5. Select the appropriate event.



The screenshot shows the ECF interface with a dropdown menu open. The header includes 'ECF', 'Civil', 'Criminal', 'Query', 'Reports', and 'Utilities'. The page title is 'Complaints' and the case number is '1:07-cv-99999 Plaintiff v. Defendant'. Below the case information, there is a search bar with the text 'Start typing to find another event.' To the left, under 'Available Events (click to select events)', a list of event types is shown: Amended Complaint, Complaint, Counterclaim, Crossclaim, Intervenor Complaint, Petition for Writ of Habeas Corpus, and Third Party Complaint. A red arrow points to the 'Complaint' option. To the right, under 'Selected Events (click to remove events)', the word 'Complaint' is listed. At the bottom, there are 'Next' and 'Clear' buttons.

In this example, we are filing a complaint.

6. A. Select **Plaintiff**.
B. Click **Next**.

DO NOT ADD PARTIES ON THIS SCREEN.



The screenshot shows the ECF interface with a dropdown menu open. The header includes 'ECF', 'Civil', and 'Criminal'. The page title is 'Complaints' and the case number is '1:07-cv-99999 Plaintiff v. Defendant'. Below the case information, the text 'Select the filer.' is displayed. Underneath, there is a section titled 'Select the Party:' with a dropdown menu. The dropdown menu is open, showing 'Defendant [Defendant]' and 'Plaintiff [Plaintiff]'. To the right of the dropdown menu, there is a link that says 'Add ~~New Party~~' with a red circle and a slash over the text. At the bottom, there are 'Next' and 'Clear' buttons.

Filing a Complaint or Other Initiating Document

7. A. Uncheck all boxes.
B. Click **Next**.

Do not link the attorney to this case. Doing so will cause to receive all complaints filed in case 07cv99999.

The screenshot shows the ECF interface for filing a complaint. The page title is "Complainants" for case "1:07-cv-99999 Plaintiff v. Defendant". It contains the following text: "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*". Below this, there are three checkboxes: "Plaintiff (pty:pla) represented by Attorney Test (aty)", "Lead", and "Notice". All three checkboxes are currently unchecked. Red arrows point to each of these checkboxes. At the bottom, there are "Next" and "Clear" buttons.

8. A. Select the defendant.
B. Click **Next**.

DO NOT ADD PARTIES ON THIS SCREEN.

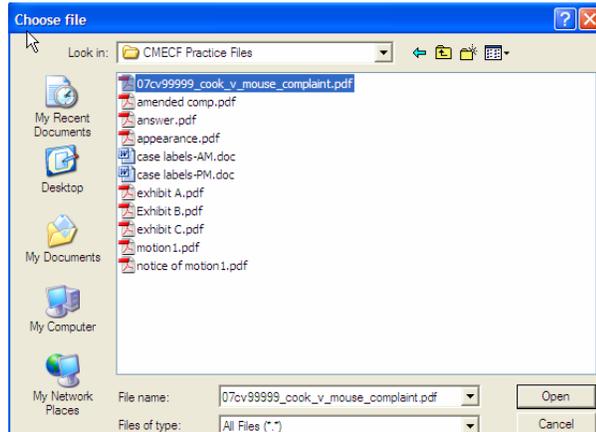
The screenshot shows the ECF interface for selecting a party. The page title is "Complainants" for case "1:07-cv-99999 Plaintiff v. Defendant". It contains the text: "Please select the party that this filing is against." Below this, there are two sections: "Select the Party:" with a list box containing "Defendant [Defendant]" and "Plaintiff [Plaintiff]"; and "Select a Group:" with radio buttons for "No Group", "All Defendants", "All Plaintiffs", and "All Parties". A link "Add/Create New Party" is visible with a red circle and slash over it. At the bottom, there are "Next" and "Clear" buttons.

9. Click **Browse**.

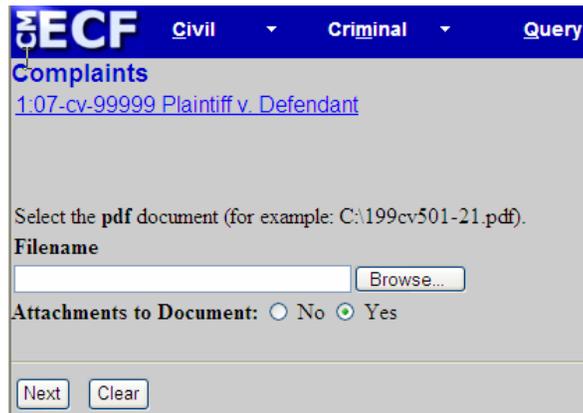
The screenshot shows the ECF interface for selecting a document. The page title is "Complainants" for case "1:07-cv-99999 Plaintiff v. Defendant". It contains the text: "Select the pdf document (for example: CA199cv501-21.pdf). Filename". Below this is a text input field and a "Browse..." button. A red arrow points to the "Browse..." button. Below the input field, there is a section "Attachments to Document:" with radio buttons for "No" and "Yes" (which is selected). At the bottom, there are "Next" and "Clear" buttons.

Filing a Complaint or Other Initiating Document

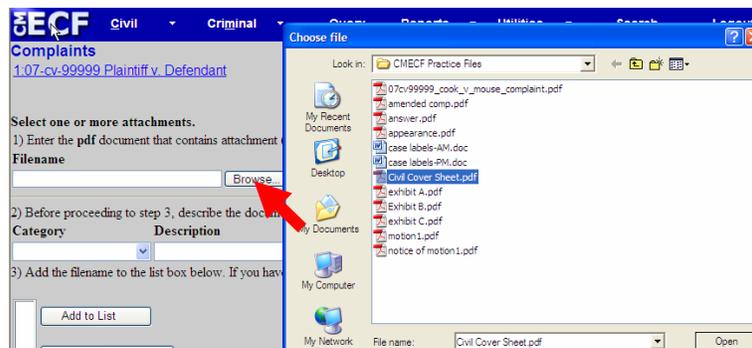
10. A. Click the complaint that you are filing.
B. Click **Open**.



11. A. Click the **Yes** radio button.
B. Click **Next**.



12. Attach the Civil Cover sheet that you created.
- A. Click **Browse**.
- B. Locate and click on the Civil Cover sheet for this case.
- C. Click **Open** to link it to the complaint.



Filing a Complaint or Other Initiating Document

13. A. Click the ▼ arrow and select **Civil Cover Sheet**.
- B. Click **Add to List**.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example)

Filename
F:\CMECF - Attorney\CMECF Practice Fi

2) Before proceeding to step 3, describe the document using the

Category	Description
▼	
Affidavit	
Appendix	
Certificate of Service	
Civil Cover Sheet	
Declaration	
Errata	

ist box below. If you have more attac

14. A. Repeat steps 11 and 12 to add the Appearance Form and Summonses.
- B. Click **Next** once all files have been attached.

Instead of selecting a category, type the name of the document in the description field.

You may attach the required number of PDFs for your summons. Provide one summons for each named defendant. If the government is a defendant, also provide one summons for the U.S. Attorney General, U.S. Attorney's Office, and the officer of agency of the United States (See FRCP 4.)

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example)

Filename
F:\CMECF - Attorney\CMECF Practice Fi

2) Before proceeding to step 3, describe the document using the

Category	Description
▼	Appearance

3) Add the filename to the list box below. If you have more attac

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) Before proceeding to step 3, describe the document using the Category list, the Descripti

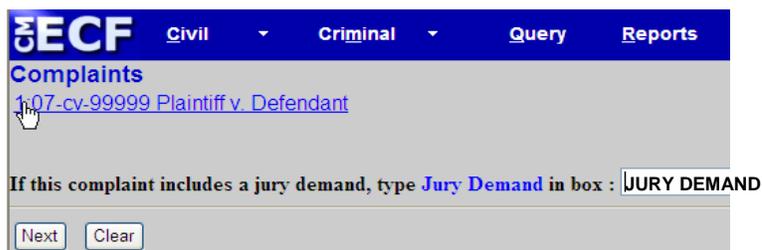
Category	Description
▼	

3) Add the filename to the list box below. If you have more attachments, go back to Step 1.

F:\CMECF - Attorney\CMECF Practice Files\Civil Cover Sheet.pdf	<input type="button" value="Add to List"/>
F:\CMECF - Attorney\CMECF Practice Files\Summons.pdf	
F:\CMECF - Attorney\CMECF Practice Files\appearance.pdf	<input type="button" value="Remove from List"/>

15. If this complaint includes a **jury Demand, type Jury Demand** in the box.

16. Click **Next**.



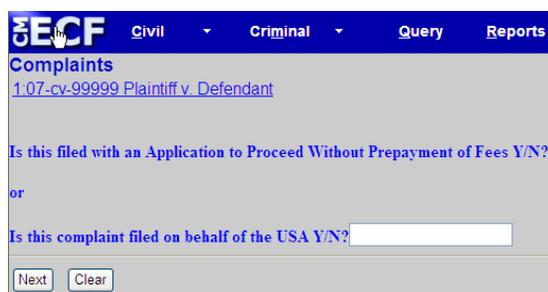
*** The jury demand must also be noted on the Civil Cover Sheet.**

17. Indicate payment type.

Type N if you are paying by credit card.

Type Y only if you are:

- paying the fee in person, instead of credit card, OR
- filing on behalf of a government party (AUSA only), OR
- filing an informa pauperis application.



18. Click **Next**.

This screen reflects the filing fee amount that will be charged to your credit card, and is NOT APPLICABLE if you are not paying with a credit card.



19. Wait for the processing screen to display.



Filing a Complaint or Other Initiating Document

20. Follow the prompts and enter your credit card information.

The payment amount displayed reflects the appropriate fee for the type document being filed.

[Return to your origin](#)

Online Payment
Step 1: Enter Payment Information
 Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)
 Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$1.00

Billing Address: *

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Pa

21. Check the box authorizing the charge. If this box is not checked the filing fee cannot be processed.

22. To have a receipt emailed to you, enter your email address in both boxes.

Enter email address for receipt.

[Return to your originating application](#)

Online Payment
Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Attorney Test 219 S. Billing Address: Dearborn Billing Address 2: City: State / Province: Zip / Postal Code: 60600 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 4 / 2008	Payment Amount: \$1.00 Transaction Date: 10/25/2007 14:22 and Time: EDT

Email Confirmation Receipt
 To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure
 Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

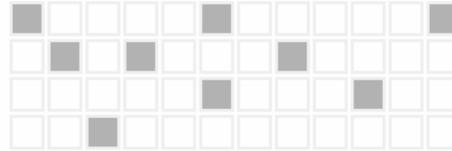
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Check this box to authorize charge

Filing a Complaint or Other Initiating Document

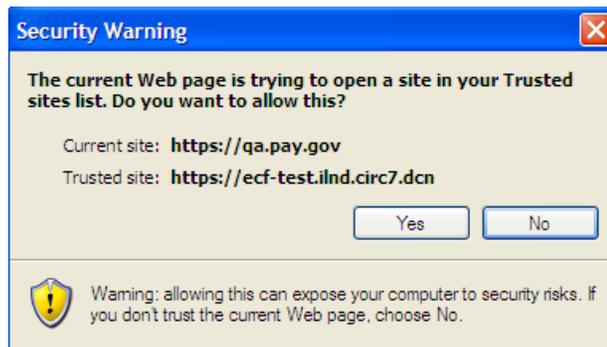
23. Wait until your credit card charge has been processed.

Your request is being processed. Please wait.



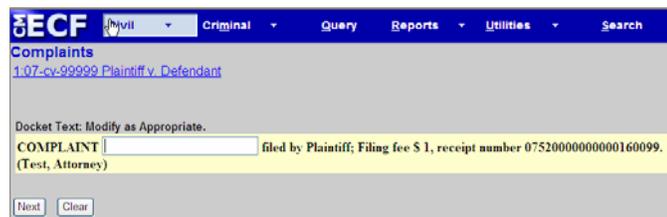
24. Click **Yes** to return to CM/ECF.

If you do not select yes, you will not be returned to the Court's website to complete your transaction. Your credit card will be billed, but your complaint will NOT be filed.



25. Add any desired text to the docket entry.

26. Click **Next**.



27. Verify that the docket text, **and** attachments are correct then click **Next**.

List of attachments included with the filing.



Filing a Complaint or Other Initiating Document

28. Wait for the Notice of Electronic Filing (NEF) to display.

Make sure that you either print a copy of the NEF for reference or write down the document number. You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.



THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.

Your transaction has been successfully completed.

Payment Summary

Application Name: ILND CM ECF TEST
Pay.gov Tracking ID: 3FOB9Q4B
Payment Agency Tracking ID: 07520000000000160100

Cardholder Name: Attorney Test
Cardholder Address: 219 S. Dearborn
Cardholder Country: USA
Cardholder Zip Code: 60600
Card Type: Visa
Payment Amount: \$1.00
Transaction Date: Oct 25, 2007 2:27:24 PM

Shown above is a sample receipt generated by Pay.gov. Remember, in order to generate a receipt you must enter your email address at the prompt on the Pay.gov screen. Refer to step 20 for details.

**UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 07 – 0023
GENERAL ORDER ON ELECTRONIC CASE FILING**

Excerpt regarding refund of erroneous or duplicate payments:

(D) The Clerk of Court is hereby granted the authority to authorize refunds upon written request by a party who has inadvertently made erroneous or duplicate payments on line. All approved refunds shall be processed through the electronic credit card system. In the event that a particular attorney or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the Clerk of Court may request that the Court issue an order to show cause why further requests for refunds should be considered. If a credit card transaction is invalid for any reason or if the credit card processing function in CM/ECF is experiencing problems, payment must be made within two business days. Summons will not be issued until the fee is paid by credit card, check, cash, or money order. If the case is an emergency filing, the filer must bring the paper document.

Filing an Attorney Appearance

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.

Filing an Attorney Appearance

5. Type the case number in the box.
6. Click **Find This Case**.

The screenshot shows the ECF system interface. At the top, there is a blue header with the ECF logo and two dropdown menus labeled 'Civil' and 'Criminal'. Below the header, the word 'Notices' is displayed in blue. Underneath, there is a section titled 'Civil Case Number' with a text input field containing '04-8000' and a 'Find This Case' button. A red bracket highlights the input field. Below this section are 'Next' and 'Clear' buttons.

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

The screenshot shows the ECF system interface. The 'Civil Case Number' input field contains '04-8000'. To the right of the input field, the text 'Looking up case number 04-8000...' is displayed. Below the input field are 'Next' and 'Clear' buttons.

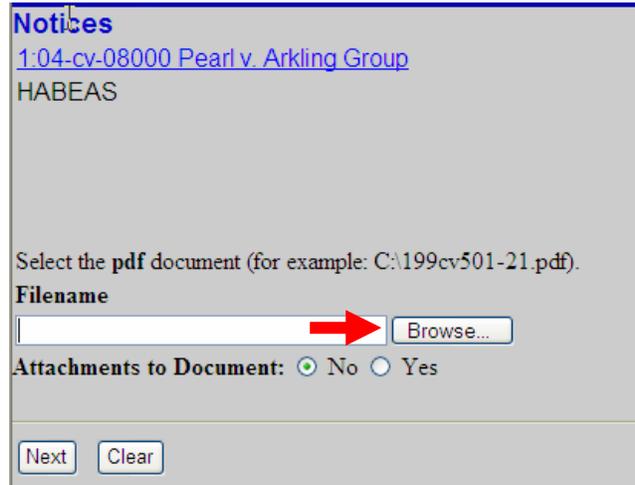
The screenshot shows the ECF system interface. The 'Civil Case Number' input field contains '1:04-cv-8000', which is highlighted with a yellow box and pointed to by a red arrow. Below the input field are 'Next' and 'Clear' buttons.

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

The screenshot shows the ECF system interface. The 'Civil Case Number' input field contains '1:04-cv-08000 Pearl v. Arkling Group HABEAS'. Below the input field are 'Next' and 'Clear' buttons.

Filing an Attorney Appearance

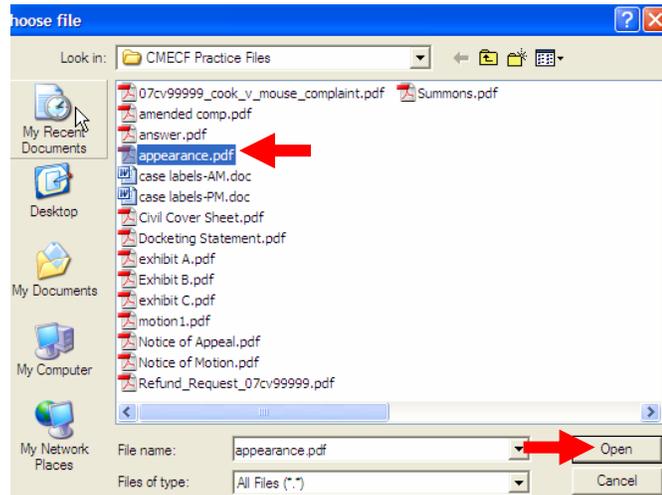
11. Click **Browse**.



The screenshot shows a window titled "Notices" with a blue header. Below the header, there is a link "1:04-cv-08000 Pearl v. Arkling Group" and the text "HABEAS". A message says "Select the pdf document (for example: C:\199cv501-21.pdf)". Under the heading "Filename", there is a text input field and a "Browse..." button. A red arrow points to the "Browse..." button. Below this, there are radio buttons for "Attachments to Document": "No" (selected) and "Yes". At the bottom, there are "Next" and "Clear" buttons.

12. Select the appearance form on your computer.

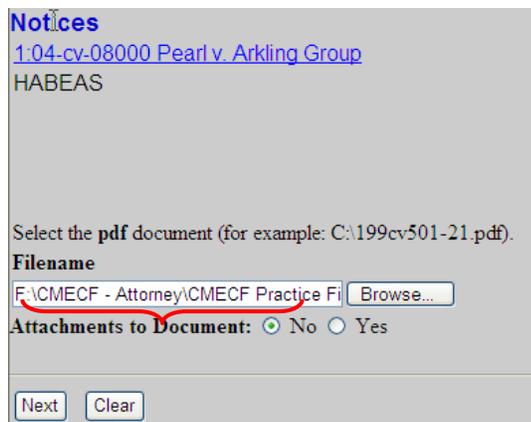
13. Click **Open** to upload the file to CM/ECF.



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.



The screenshot shows the same "Notices" window as in step 11. The "Filename" field now contains the path "F:\CMECF - Attorney\CMECF Practice Fi". A red circle highlights the filename field. The "Browse..." button is still present. The "Attachments to Document" radio buttons are "No" (selected) and "Yes". "Next" and "Clear" buttons are at the bottom.

Filing an Attorney Appearance

15. Select the filing party.

16. Click **Next**.

Select the filer.

Select the Party:

American Airlines Corporation [Defendant] [Add/Create New Party](#)

Arkling Group [Defendant]

Arkling Group [Counter Claimant]

Arkling Group [Counter Claimant]

Arkling Group [Counter Defendant]

Arkling Group [Cross Claimant]

Arkling Group [Cross Defendant]

Arkling Group [ThirdParty Plaintiff]

Next Clear

17. Add appropriate docket text if desired.

Docket Text: Modify as Appropriate.

ATTORNEY Appearance for Defendant Arkling Group by Attorney Test (Test, Attorney)

Next Clear

18. Click **Next**.

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.

Docket Text: Final Text

ATTORNEY Appearance for Defendant Arkling Group by Attorney Test (Test, Attorney)

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

Filing an Attorney Appearance

United States District Court
Northern District of Illinois - CMECF TEST, Ver 3.1.1

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 12/10/2007 at 1:52 PM CST and filed on 12/10/2007

Case Name: Pearl v. Arkling Group
Case Number: [1:04-cv-8000](#)
Filer: Arkling Group
Document Number: [18](#) 

Docket Text:
[ATTORNEY Appearance for Defendant Arkling Group by Attorney Test \(Test, Attorney\)](#)

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 on 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:

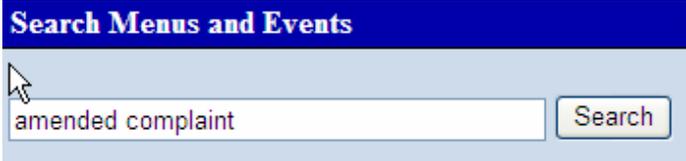
- > Download a copy of the notice to your own computer the first time that you view the document.
- > Print out a hard copy the first time that you view the document.

Filing an Amended Complaint

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



- 2. Type **Amended Complaint** in the box.
- 3. Click **Search**.



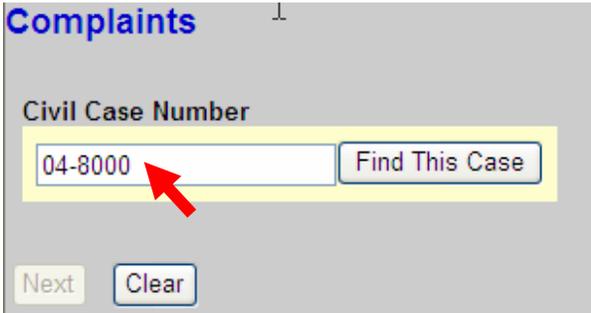
The search function works with any type of document or pleading. Enter the type of pleading and click **Search**.

- 4. Click **Amended Complaint**.



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

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



Filing an Amended Complaint

7. Click **Next** when the case number displays.



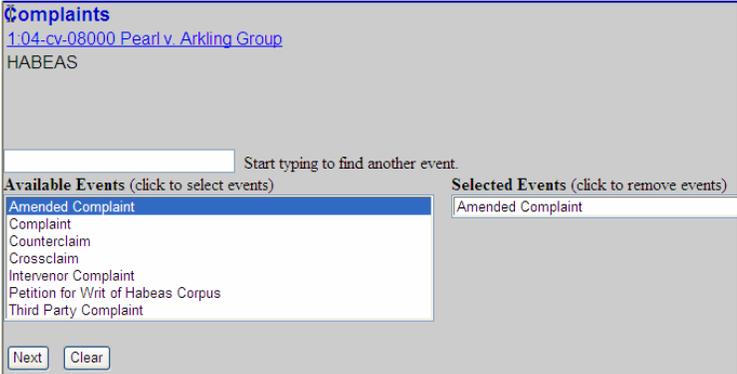
8. Verify the case title and case number.

9. Click **Next**.



10. Click **Amended Complaint**.

11. Click **Next**.



Filing an Amended Complaint

12. Select the attorney(s).

13. Click **Next**.

Select the attorney(s)

Smith, Thurston D, Jr(624)
Test, Attorney(129)

[Add attorney](#)

Next Clear

14. Select the filing party(s)*.

15. Click **Next** and go to step 23.

*To add a party to the list, click **Add/Create New Party** and go to step 16.

To select more than one party from the list, hold down the Ctrl key and select the names.

Select the filer.

Select the Party:

Arkling Group [Cross Defendant]
Arkling Group [ThirdParty Plaintiff]
Arkling Group [Third Party Defendant]
Pearl, Samuel [Plaintiff]
Pearl, Samuel [Counter Defendant]
Pearl, Samuel [Counter Defendant]
Pearl, Samuel [Cross Defendant]
Pearl, Samuel [Third Party Defendant]

[Add/Create New Party](#)

Next Clear

16. Enter the party last name and first name.

17. Click **Search**.

Search for a party

Last/Business Name First Name Middle Name

Prisoner ID

Search Clear

18. Select the party name from the list, or click **Create new party** if the name does not display.

Search for a party

Last/Business Name First Name

Prisoner ID

Search Clear

Party search results

Duck, Daffy
Duck, Daffy

Select name from list Create new party

Filing an Amended Complaint

19. Select the party **Role**.

20. Click **Submit**.

Party Information

Last name	<input type="text" value="Duck"/>	First name	<input type="text" value="Daffy"/>
Middle name	<input type="text"/>	Generation	<input type="text"/>
Title	<input type="text"/>		
Role	<input type="text" value="Plaintiff (pla:pty)"/>	Pro se	<input type="text" value="No"/>
Prisoner Id	<input type="text"/>	Unit	<input type="text"/>

21. Select the filing party(s)*.

22. Click **Next**.

*To select more than one party from the list, hold down the Ctrl key and select the names.

Select the Party: OR Select a Group:

[Add Create New Party](#)

No Group **Leave No Group selected.**

All Defendants

All Plaintiffs

All Parties

Next Clear

23. Click **Browse** to select the amended complaint to be filed.

If the amended complaint is larger than 5MB it must be divided into separate files. These separate files must be filed as attachments.

To include attachments, click the **Yes** radio button. For specific instructions on how to include an attachment, refer to that chapter of this guide.

Complaints

[1:04-cv-08000 Pearl v. Arkling Group](#)

[ABEAS](#)

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Next Clear

Filing an Amended Complaint

24. Locate and select the amended complaint to be filed.

25. Click **Open**.

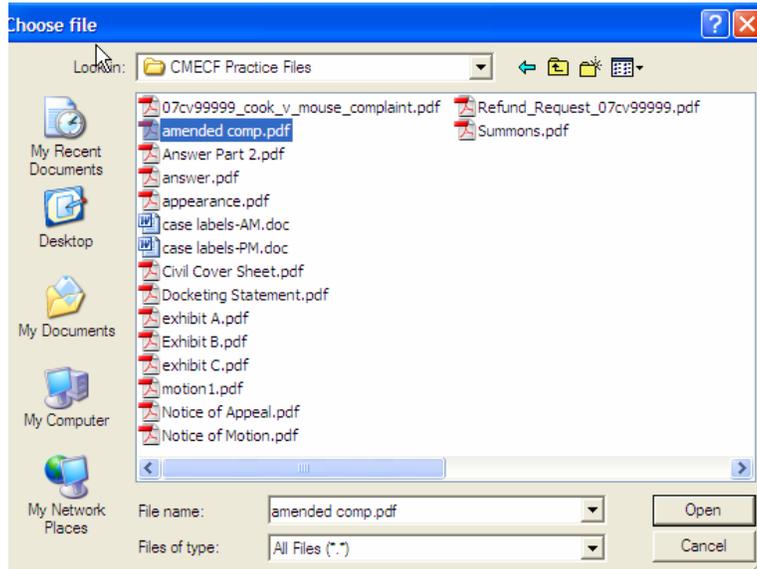
To preview the file being uploaded:

A. Right-click on the file name.

B. Select **Open with Acrobat**.

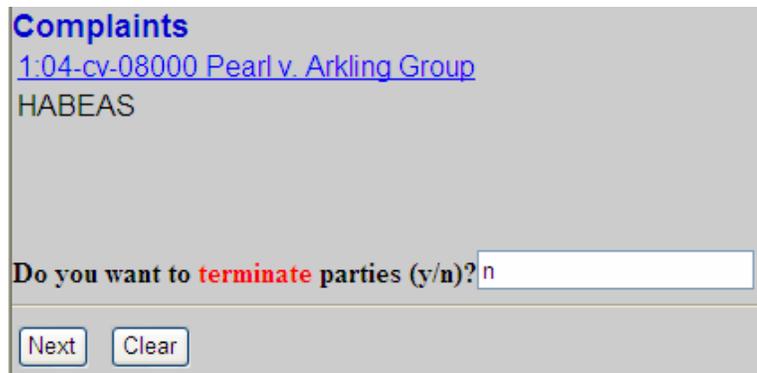
C. View the document.

D. Close the document.



26. Type **n**.

27. Click **Next**.



28. Click **Next**.



Filing an Amended Complaint

29. Type **Y** to include a jury demand.

30. Click **Next**.

Complaints
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Does this complaint include a jury demand Y/N?

31. Optional: Type up to 256 characters of additional docket text in each box.

Docket Text: Modify as Appropriate.

32. Verify that the docket text is correct.*

33. Click Next.

*If the docket entry is incorrect, click your browser's back button and navigate to the appropriate screen to make the correction.

Complaints
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Docket Text: Final Text
AMENDED complaint by Samuel Pearl against Daffy Duck, Samuel Pearl (Rogers, Paula)

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\amended comp.pdf pages: 7

34. Wait for the system to process your entry.

Complaints
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Processing
Processing... please wait.
...

Filing an Amended Complaint

Complaints
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

United States District Court
Northern District of Illinois - CM/ECF TEST, Ver 3.1.1

Notice of Electronic Filing

The following transaction was entered on 1/11/2008 at 8:40 AM CST and filed on 1/11/2008

Case Name: Pearl v. Arkling Group
Case Number: [1:04-cv-8000](#)
Filer: Samuel Pearl
Document Number: [23](#)

Docket Text:
[AMENDED complaint by Sam](#)

1:04-cv-8000 Notice has been electronically mailed to:
Attorney Test ted_newman@ind.uscourts.gov

1:04-cv-8000 Notice has been delivered by other means to:

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 amended complaint. 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.

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- > 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.

Filing an Answer to Complaint

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

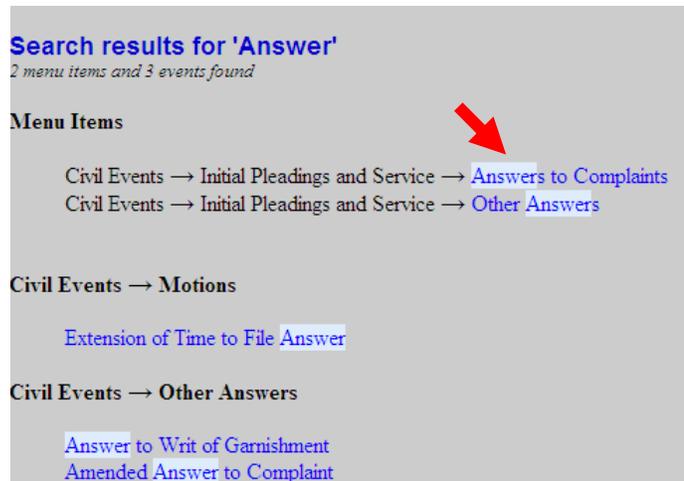


2. Type **Answer** in the box.
3. Click **Search**.



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

4. Click **Answers to Complaints**.

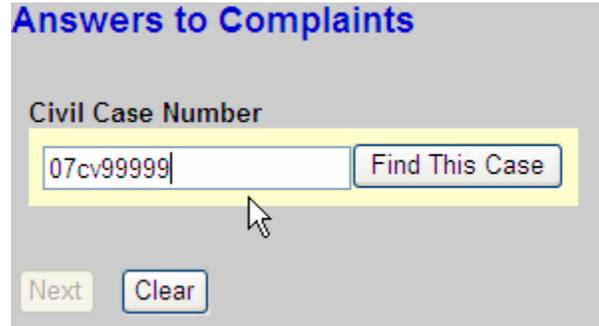


The system displays all available events for the document or pleading.

Filing an Answer to Complaint

5. Enter the case number in the box.

6. Click **Find This Case**.



Answers to Complaints

Civil Case Number

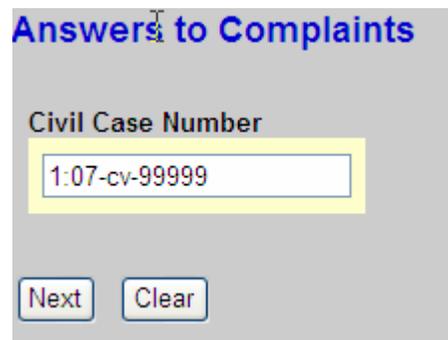
07cv99999 Find This Case

Next Clear

7. Verify that you have entered the correct case number.*

8. Click **Next**.

*If you typed the wrong case number, click your browser's back button and repeat step 5.



Answers to Complaints

Civil Case Number

1:07-cv-99999

Next Clear

9. Click **Next**.



ECF Civil Criminal

Answers to Complaints

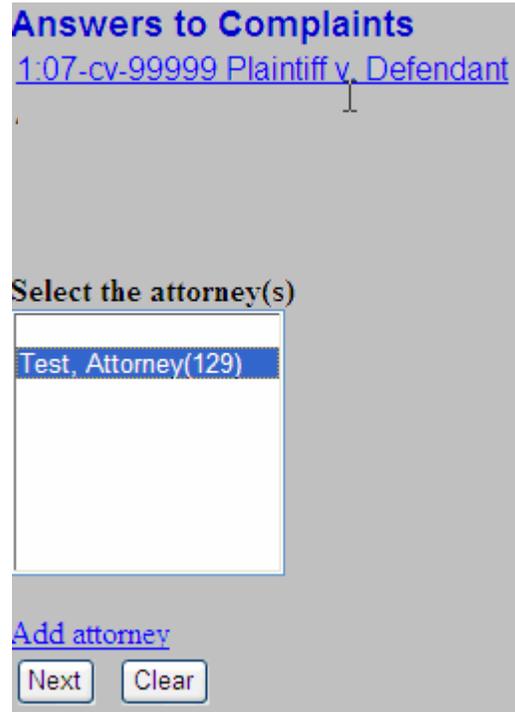
1:07-cv-99999 Plaintiff v. Defendant

Next Clear

Filing an Answer to Complaint

10. Select the filing attorney.

11. Click **Next**.



Answers to Complaints
[1:07-cv-99999 Plaintiff v. Defendant](#)

Select the attorney(s)

Test, Attorney(129)

[Add attorney](#)

12. Select the filing party.

13. Click **Next**.



Answers to Complaints
[1:07-cv-99999 Plaintiff v. Defendant](#)

Select the filer.

Select the Party:

Defendant [Defendant]
Plaintiff [Plaintiff]

[Add/Create New Party](#)

Filing an Answer to Complaint

14. If you are the lead attorney, click the **Lead** box.

15. Click **Next**.

Answers to Complaints
[1:07-cv-99999 Plaintiff v. Defendant](#)

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*

Defendant (pty:dft) represented by Attorney Test (aty) Lead Notice

16. Check the box next to the document being answered.

17. Click **Next**.

This links you as an attorney of record in the case.

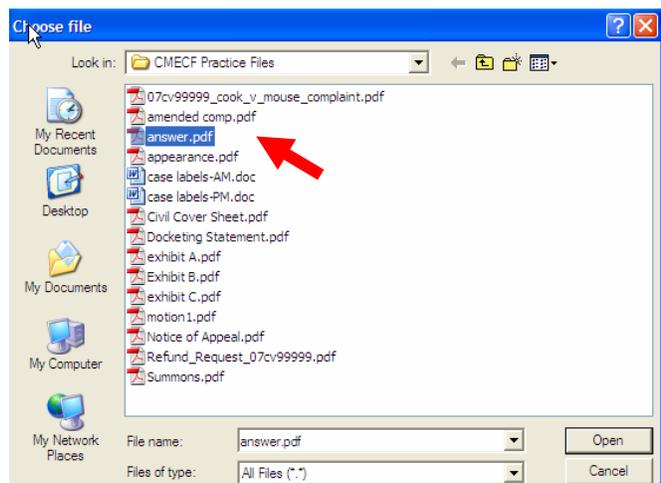
Answers to Complaints
[1:07-cv-99999 Plaintiff v. Defendant](#)

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	08/23/2007	4	COMPLAINT filed by Plaintiff; Jury Demand. Filing fee \$ 1, receipt number 159559. (Attachments: # 1 Civil Cover Sheet # 2 Appearance Form)(Test, Attorney)
<input type="checkbox"/>	08/23/2007	5	COMPLAINT filed by Plaintiff; Jury Demand. Filing fee \$ 1, receipt number 159564. (Attachments: # 1 Civil Cover Sheet # 2 Attorney Appearance)(Test, Attorney)

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

19. Locate and select the answer that you a filing.

20. Click **Open**.



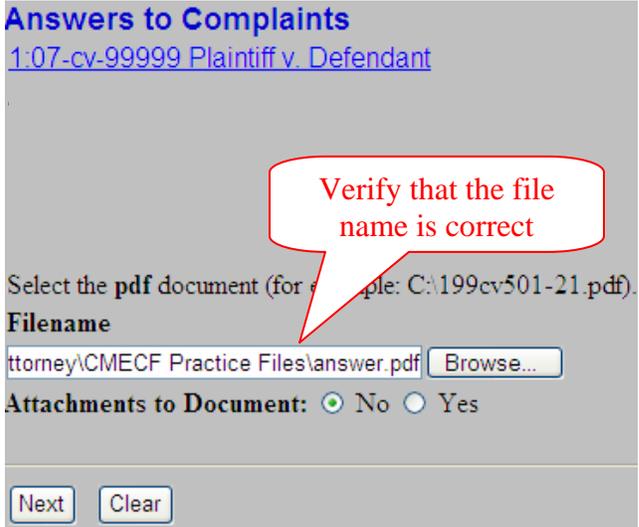
Filing an Answer to Complaint

21. Verify that the correct file has been uploaded.*
22. A. If you have attachments to include, change the **Attachments** radio button to **Yes**.

B. If you have no attachments, leave the radio button selected to **No**.
23. Click **Next**.

*If the wrong file was uploaded, click **Browse** and repeat step 10.

**For instructions on how to include an attachment, please refer to that module.



The screenshot shows the 'Answers to Complaints' form for case 1:07-cv-99999 Plaintiff v. Defendant. It prompts the user to 'Select the pdf document (for example: C:\199cv501-21.pdf)'. The 'Filename' field contains 'attorney\CMECF Practice Files\answer.pdf' and has a 'Browse...' button. Below this, the 'Attachments to Document' section has radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons. A red callout bubble points to the filename field with the text 'Verify that the file name is correct'.

24. Check the appropriate box(es) as applicable.
25. Click **Next**.



The screenshot shows the 'Answers to Complaints' form for case 1:07-cv-99999 Plaintiff v. Defendant. It contains three checkboxes with labels: 'Does this filing include a counterclaim? (If yes, click on the box)', 'Does this filing include a cross-claim? (If yes, click on the box)', and 'Does this filing include a third-party complaint? (If yes, click on the box)'. All checkboxes are currently unchecked. At the bottom are 'Next' and 'Clear' buttons.

26. Type **Y** to include a jury demand, otherwise type **N**.
27. Click **Next**.



The screenshot shows the 'Answers to Complaints' form for case 1:07-cv-99999 Plaintiff v. Defendant. The word 'APPEAL' is visible at the top. The question 'Does this Answer include a jury demand Y/N?' is followed by a text input field containing the letter 'Y'. At the bottom are 'Next' and 'Clear' buttons.

Filing an Answer to Complaint

28. Add any desired text to the docket entry.

Docket Text: Modify as Appropriate.

ANSWER to amended complaint by Daffy Duck (Test, Attorney)

29. Click **Next**.

30. Verify that the docket text is correct.*

Docket Text: Final Text

ANSWER to amended complaint by Daffy Duck (Test, Attorney)

31. Click Next.

*If the docket entry is incorrect, click your browser's back button and navigate to the appropriate screen to make the correction.

32. Wait for the system to process your entry.

Answers to Complaints
[1:07-cv-99999 Plaintiff v. Defendant](#)
APPEAL

Processing

Processing... please wait.

...

Filing an Answer to Complaint

The screenshot shows the ECF interface with a blue header containing navigation tabs: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the page title is "Answers to Complaints" with a sub-link "1:04-cv-08000 Pearl v. Arkling Group" and the word "HABEAS". The court name is "United States District Court, Northern District of Illinois - CM/ECF TEST, Ver 3.1.1".

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 12/3/2007 at 1:19 PM CST and filed on 12/3/2007

Case Name: Pearl v. Arkling Group
Case Number: [1:04-cv-8000](#)
Filer: Arkling Group
Document Number: [15](#)

Docket Text:
[ANSWER to amended complaint by Arkling](#)

1:04-cv-8000 Notice has been electronically mailed to:
Attorney Test ted_newman@ind.uscourts.gov

1:04-cv-8000 Notice has been delivered by other means to:

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 Answer. 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.

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- > 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.

Filing a Motion

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



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

A screenshot of the 'Search Menus and Events' search interface. It features a blue header with the text 'Search Menus and Events'. Below the header is a white search input box containing the word 'Motion'. To the right of the input box is a blue 'Search' button.

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

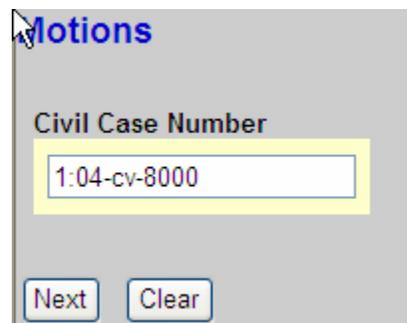
4. Click **Motions**.

Notice that there is a link for civil and a link for criminal. Verify that you are clicking the correct link.



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

5. Enter the case number.
6. Click **Next**.

A screenshot of the 'Motions' page. The title 'Motions' is at the top. Below it is a section titled 'Civil Case Number' with a text input box containing '1:04-cv-8000'. Below the input box are two buttons: 'Next' and 'Clear'.

Filing a Motion

7. Verify the case number and case title.

8. If correct, click **Next**.

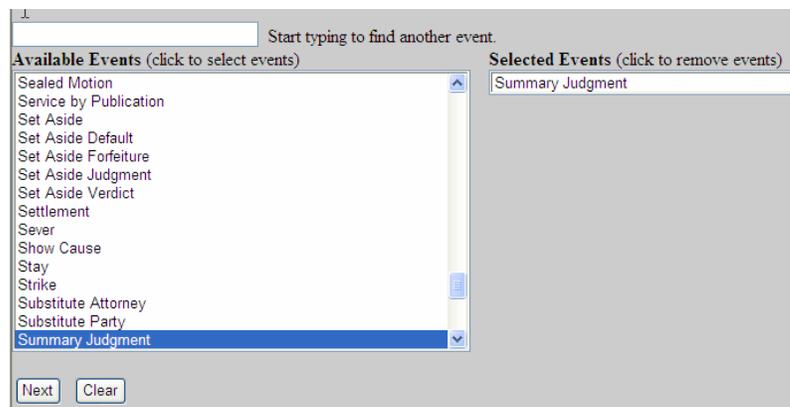
If incorrect, click your browser's back button and enter the correct case number.



The screenshot shows a web interface titled "Motions". Below the title, the case number "1:04-cv-08000 Pearl v. Arkling Group" and the motion type "HABEAS" are displayed. At the bottom of the screen, there are two buttons: "Next" and "Clear".

9. Select the type of relief.

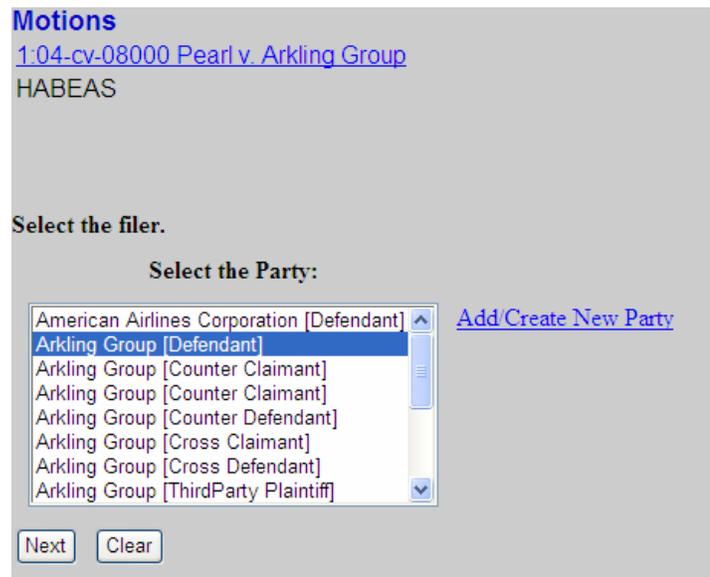
10. Click **Next**.



The screenshot shows a selection interface for events. At the top, there is a search bar with the text "Start typing to find another event." Below this, there are two columns: "Available Events (click to select events)" and "Selected Events (click to remove events)". The "Available Events" list includes: Sealed Motion, Service by Publication, Set Aside, Set Aside Default, Set Aside Forfeiture, Set Aside Judgment, Set Aside Verdict, Settlement, Sever, Show Cause, Stay, Strike, Substitute Attorney, Substitute Party, and Summary Judgment. The "Selected Events" list contains "Summary Judgment". At the bottom, there are "Next" and "Clear" buttons.

11. Select the filing party(s).

12. Click **Next**.



The screenshot shows a web interface titled "Motions" with the case number "1:04-cv-08000 Pearl v. Arkling Group" and "HABEAS". Below this, it says "Select the filer." and "Select the Party:". There is a dropdown menu for selecting the party, with "Arkling Group [Defendant]" selected. Other options include "American Airlines Corporation [Defendant]", "Arkling Group [Counter Claimant]", "Arkling Group [Counter Defendant]", "Arkling Group [Cross Claimant]", "Arkling Group [Cross Defendant]", and "Arkling Group [ThirdParty Plaintiff]". To the right of the dropdown is a link "Add/Create New Party". At the bottom, there are "Next" and "Clear" buttons.

13. Click **Browse** to search for and upload the motion being filed.

If the motion is larger than 5MB it must be divided into separate files. These separate files must be filed as attachments.

To include attachments, click the **Yes** radio button. For specific instructions on how to include an attachment, refer to that chapter of this guide.

Motions
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

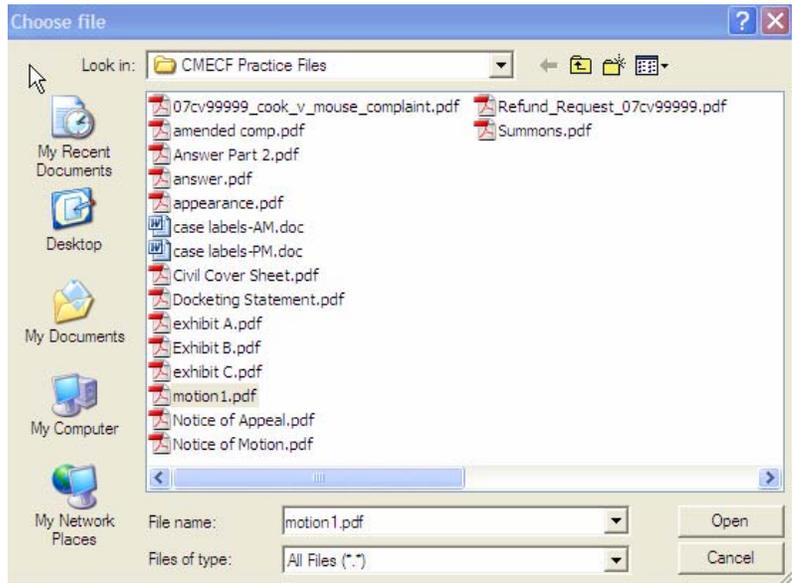
Attachments to Document: No Yes

14. Locate and select the motion to be filed.

15. Click **Open**.

To preview the file being uploaded:

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



Filing a Motion

16. Click **Next**.

Motions
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
F:\CMECF - Attorney\CMECF Practice Fi

Attachments to Document: No Yes

17. Add any desired text to the docket entry.

18. Click **Next**.

Docket Text: Modify as Appropriate.
MOTION by Defendant Arkling Group for summary judgment (Test, Attorney)

19. Verify that the docket text is correct.*

20. Click Next.

Docket Text: Final Text
MOTION by Defendant Arkling Group for summary judgment (Test, Attorney)

*If the docket entry is incorrect, click your browser's back button and navigate to the appropriate screen to make the correction.

21. Wait for the system to process your entry.



Motions
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

United States District Court
Northern District of Illinois - **CM/ECF TEST, Ver 3.1.1**

Notice of Electronic Filing

The following transaction was entered on 1/11/2008 at 9:33 AM CST and filed on 1/11/2008

Case Name: Pearl v. Arkling Group
Case Number: [1:04-cv-8000](#)
Filer: Arkling Group
Document Number: [24](#)

Docket Text:
[MOTION by Defendant Arkling](#)

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.

1:04-cv-8000 Notice has been electronically mailed to:
Attorney Test ted_newman@ilnd.uscourts.gov

1:04-cv-8000 Notice has been delivered by other means to:

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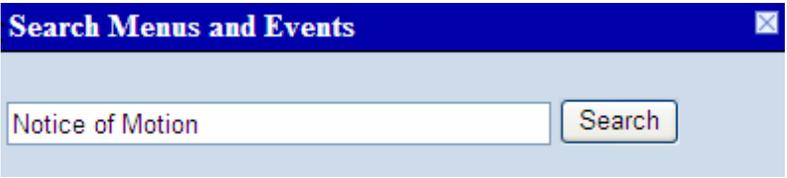
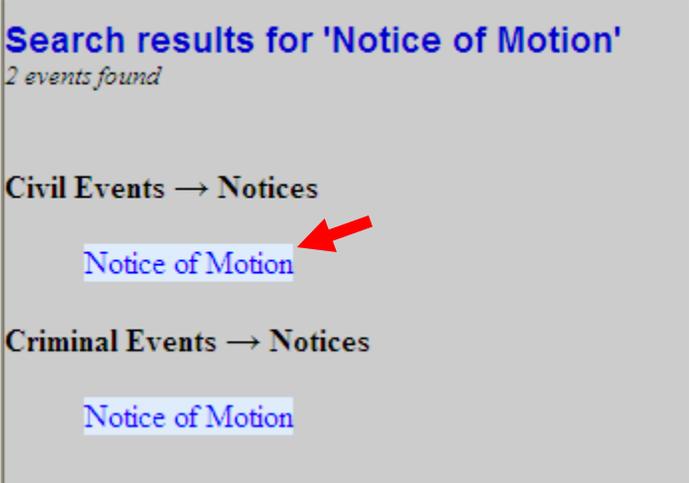
Each attorney of record in a case (including pro se litigants) will receive an email message containing a hyperlink to a document that has been filed. If you login to CM/ECF or PACER without using the email link there will be a charge. One free copy is available to each attorney of record. PACER fees 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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- > Print out a hard copy the first time that you view the document.

Important Points to Keep in Mind

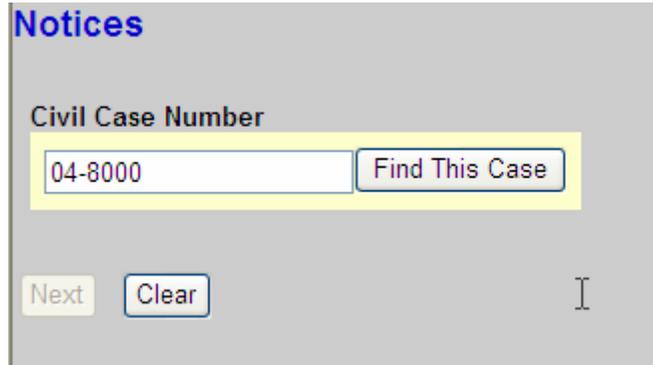
- ✓ File your motion first then file your notice.
- ✓ Before filing your notice, check the Clerk's Office webpage for the judge's notice and motion requirements.

<p>1. Click Search on the main menu.</p>	
<p>2. Type Notice of Motion in the box.</p> <p>3. Click Search.</p>	 <p>The search function works with any type of document or pleading. Simply type in the type of pleading and click Search.</p>
<p>4. Click Notice of Motion for the appropriate case type.</p>	 <p>The system displays all available events for the document or pleading.</p>

Notice of Motion

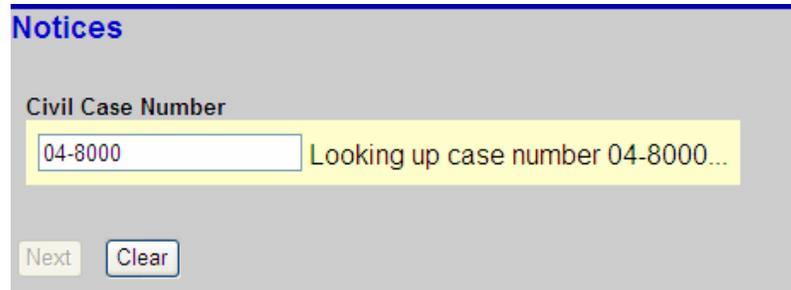
5. Enter the case number.

6. Click **Find This Case**.



The screenshot shows a web form titled "Notices". Below the title is the label "Civil Case Number". A text input field contains the value "04-8000". To the right of the input field is a button labeled "Find This Case". Below the input field and button are two more buttons: "Next" and "Clear".

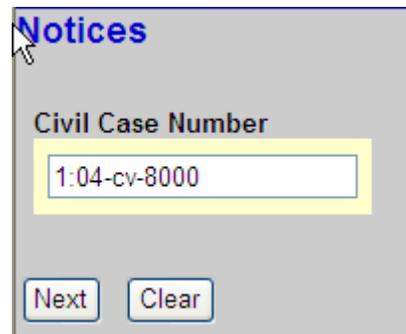
7. Wait for the system to process your request.



The screenshot shows the "Notices" form with the "Civil Case Number" field containing "04-8000". To the right of the field, the text "Looking up case number 04-8000..." is displayed. The "Next" and "Clear" buttons are visible at the bottom.

8. Verify the case number.

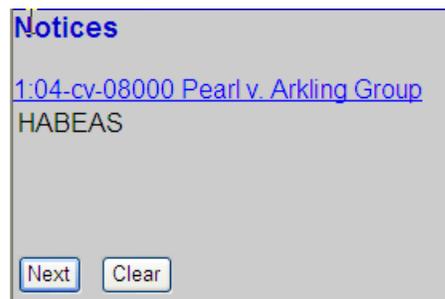
9. Click **Next**.



The screenshot shows the "Notices" form with the "Civil Case Number" field containing "1:04-cv-8000". The "Next" button is highlighted with a mouse cursor. The "Clear" button is also visible.

10. Verify the case number and case title.

11. Click **Next**.



The screenshot shows the "Notices" form displaying the case title "1:04-cv-08000 Pearl v. Arking Group HABEAS". The "Next" button is highlighted with a mouse cursor. The "Clear" button is also visible.

Notice of Motion

12. Click **Next**.

Notices
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Check judges motion schedule before proceeding. Schedules are found on court website.

13. Click **Next**.

Verify that you are not noticing up a motion before a judge on a date that the judge is not hearing motions.

Notices
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Judges Not Hearing Motions on Dates Indicated Below

The following judges will not hear motions on the dates listed below:

- Andersen 3/24-4/3
- Aspen 3/9-3/24
- Cole 4/18-21
- Denlow 3/27, 4/3-7
- Gettleman 3/16-17
- Holderman 3/20-29
- Kendall 3/13-17
- Kennelly 3/30
- Keys 4/3-7
- Kocoras 3/15-1

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

Notices
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Notice of Motion

15. Locate and select the notice to be filed.

16. Click **Open**.

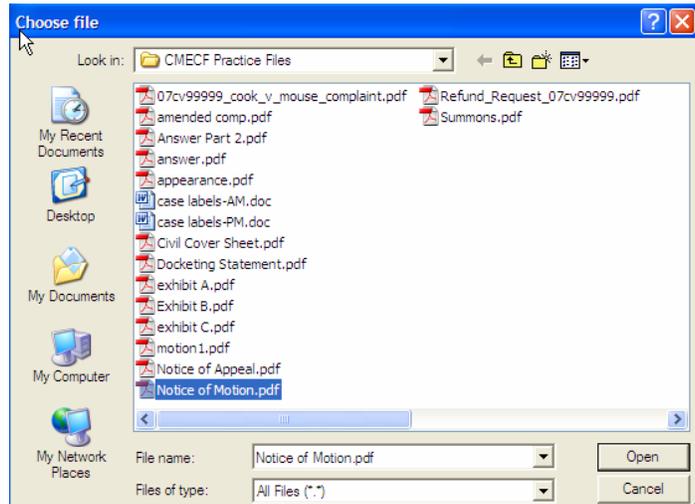
To preview the file being uploaded:

A. Right-click on the file name.

B. Select **Open with Acrobat**.

C. View the document.

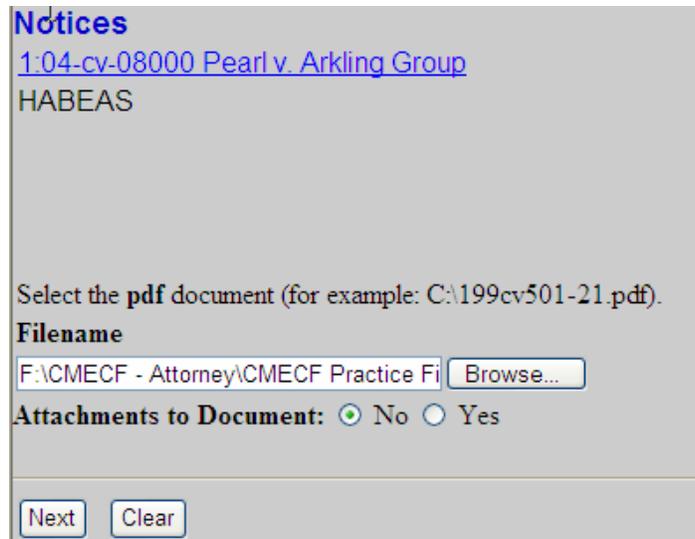
D. Close the document.



17. Verify that the correct file was uploaded.

18. Click **Next**.

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



Notice of Motion

19. Select the filing attorney.

20. Click **Next**.

The screenshot shows the 'Notices' section with the case name '1:04-cv-08000 Pearl v. Arkling Group' and 'HABEAS'. Below this is the 'Select the attorney(s)' dropdown menu, which is open and shows two options: 'Smith, Thuirston D, Jr(624)' and 'Test, Attorney(129)'. The first option is selected. Below the dropdown is an 'Add attorney' link and two buttons: 'Next' and 'Clear'.

21. Select the name of the filing party(s)*.

22. Click **Next**.

***To select multiple names, hold down the Ctrl key and click each desired name.**

The screenshot shows the 'Notices' section with the case name '1:04-cv-08000 Pearl v. Arkling Group' and 'HABEAS'. Below this is the 'Select the filer.' section. It has two columns: 'Select the Party:' and 'Select a Group:'. The 'Select the Party:' column has a list of parties: 'American Airlines Corporation [Defendant]', 'Arkling Group [Defendant]', 'Arkling Group [Counter Claimant]', 'Arkling Group [Counter Claimant]', 'Arkling Group [Counter Defendant]', 'Arkling Group [Cross Claimant]', 'Arkling Group [Cross Defendant]', and 'Arkling Group [ThirdParty Plaintiff]'. The 'Arkling Group [Defendant]' is selected. The 'Select a Group:' column has four radio buttons: 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. The 'No Group' radio button is selected. A red arrow points to the 'No Group' radio button, and a red text box says 'Leave No Group selected.' Below the radio buttons is an 'Add/Create New Party' link. At the bottom are 'Next' and 'Clear' buttons.

22. Click **Next**.

The screenshot shows the 'Notices' section with the case name '1:04-cv-08000 Pearl v. Arkling Group' and 'HABEAS'. Below this is the text 'Enter the deadline information, then select the appropriate motion(s)'. At the bottom are 'Next' and 'Clear' buttons.

Notice of Motion

23. Enter the date and time the motion is to be heard.

24. Select the assigned judge.

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

26. Click **Next**.

Check the box next to each motion that is being noticed.

Notice of Motion

Date: 1/15/2008 Calendar Time: 09:30 AM PM Judge: Andersen, Wayne R. (pre)

Schedule additional Notice of Motion

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

Filing Date	#	Docket Text
05/10/2006	6	MOTION by Defendant Arkling Group to dismiss <i>Count 1</i> (Test, Attorney) <input checked="" type="checkbox"/> <i>motion to dismiss</i>
05/10/2006	7	MOTION by Plaintiff Samuel Pearl to expedite <i>discovery</i> (Test, Attorney) <input checked="" type="checkbox"/> <i>motion to expedite</i>
05/10/2006	8	MOTION by Defendants American Airlines Corporation, Arkling Group to disqualify couns <input type="checkbox"/> <i>motion to disqualify counsel</i>
05/10/2006	9	MOTION by Plaintiff Samuel Pearl to compel <i>answers to interrogatories</i> (Test, Attorney) <input type="checkbox"/> <i>motion to compel</i>
11/16/2006	14	MOTION by Counter Defendant Arkling Group to dismiss for lack of prosecution (mjg.) <input type="checkbox"/> <i>motion to dismiss/lack of prosecution</i>
01/11/2008	24	MOTION by Defendant Arkling Group for summary judgment (Rogers, Paula) <input type="checkbox"/> <i>motion for summary judgment</i>

Select another deadline of this type

Next Clear

27. Add any desired text to the docket entry.

28. Click **Next**.

Docket Text: Modify as Appropriate.

NOTICE of Motion by Attorney Test for presentment of motion for summary judgment[29] before Honorable Wayne R. Andersen on 2/25/2008 at 09:00 PM. (Test, Attorney)

Next Clear

29. Verify that the docket text is correct – **INCLUDING the date, time and judge.**

30. Verify that the motion being noticed is linked.

31. Click **Next**.

Notices

[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Docket Text: Final Text

NOTICE of Motion by Thurston D Smith, Jr for presentment of motion to dismiss[6], motion to expedite[7] before Honorable Wayne R. Andersen on 1/15/2008 at 09:30 AM. (Rogers, Paula)

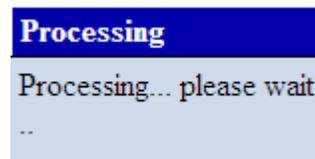
Link to motion

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\Notice of Motion.pdf pages: 2

Next Clear

32. Wait for the system to process your filing.



CM/ECF Civil Criminal Query Reports Utilities Search Logout

Notices
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

United States District Court
Northern District of Illinois - CM/ECF TEST, Ver 3.1.1

Notice of Electronic Filing

The following transaction was entered on 1/11/2008 at 10:19 AM CST and filed on 1/11/2008

Case Name: Pearl v. Arkling Group
Case Number: [1:04-cv-8000](#)
Filer: Arkling Group
Document Number: [25](#)

Docket Text:
[NOTICE of Motion by Thurstion D Smith, Jr](#)
[R. Andersen on 1/15/2008 at 09:30 AM. \(Rog](#)

1:04-cv-8000 Notice has been electronically mailed to:
Attorney Test ted_newman@ilnd.uscourts.gov

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 motion. 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 on 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.

Filing a Response

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



- 2. Type **response** 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. You may also type in the specific type of response you are filing, such as a memorandum in support.

- 4. Click the event that best matches the pleading that you are filing.

In this example, we are filing a response in Opposition to Motion

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



Filing a Response

5. Type the case number.

6. Click **Find This Case**

The screenshot shows a web interface titled "Responses and Replies". Under the heading "Civil Case Number", there is a text input field containing "04-8000" and a button labeled "Find This Case". Below the input field are two buttons: "Next" and "Clear".

7. Click **Next**.

The screenshot shows the same "Responses and Replies" interface. The "Civil Case Number" field now contains "1:04-cv-8000". The "Find This Case" button is no longer visible, and the "Next" and "Clear" buttons remain.

8. Click **Next**.

The screenshot shows the "Responses and Replies" interface with the case details displayed: "1:04-cv-08000 Pearl v. Arkling Group" and "HABEAS". The "Next" and "Clear" buttons are still present at the bottom.

9. Select the filing party from the list.

10. Click **Next**.

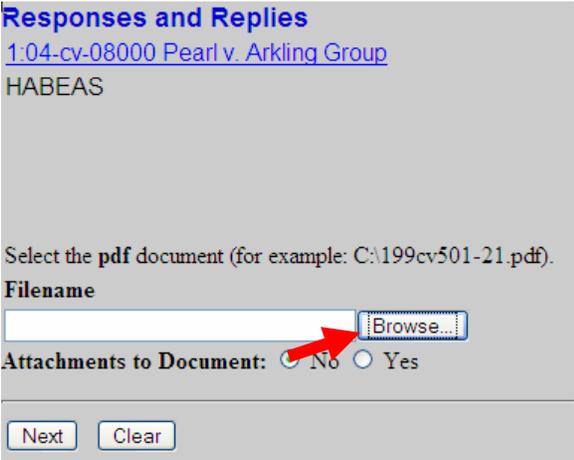
Select the filing party.

The screenshot shows the "Responses and Replies" interface with the case details. Below the case information, there is a section titled "Select the filer." with a sub-section "Select the Party:". A dropdown menu is open, showing a list of parties: "American Airlines Corporation [Defendant]", "Arkling Group [Defendant]", "Arkling Group [Counter Claimant]", "Arkling Group [Counter Defendant]", "Arkling Group [Cross Claimant]", "Arkling Group [Cross Defendant]", and "Arkling Group [ThirdParty Plaintiff]". The "Arkling Group [Defendant]" option is selected. To the right of the dropdown is a link "Add/Create New Party". At the bottom are "Next" and "Clear" buttons.

Filing a Response

11. Click **Browse** to search for and upload the response being filed.

To include attachments, click the **Yes** radio button. For specific instructions on how to include an attachment, refer to that chapter of this guide.



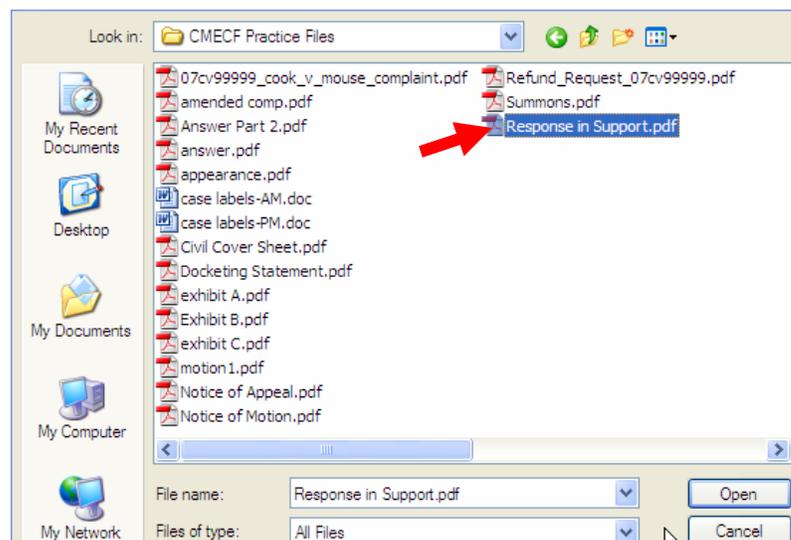
If the response is larger than 5MB it must be divided into separate files. These separate files must be filed as attachments.

12. Locate and select the response being filed.

13. Click **Open**.

To preview the file being uploaded:

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



Filing a Response

14. Verify that the correct file name displays.

15. Click **Next**.

Responses and Replies
1:04-cv-08000 Pearl v. Arkling Group
HABEAS

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
F:\CMECF - Attorney\CMECF Practice F

Attachments to Document: No Yes

16. Check the box next to the event to which your response relates.

17. Click **Next**.

Select the appropriate event(s) to which your event relates:

- 05/10/2006 [6](#) MOTION by Defendant Arkling Group to dismiss *Count 1* (Test, Attorney)
- 05/10/2006 [7](#) MOTION by Plaintiff Samuel Pearl to expedite *discovery* (Test, Attorney)
- 05/10/2006 [8](#) MOTION by Defendants American Airlines Corporation, Arkling Group to disqualify counsel *John Doe*. (Test, Attorney)
- 05/10/2006 [9](#) MOTION by Plaintiff Samuel Pearl to compel *answers to interrogatories* (Test, Attorney)
- 11/16/2007 [14](#) MOTION by Counter Defendant Arkling Group to dismiss for lack of prosecution (mjpg,)
- 01/11/2008 [24](#) MOTION by Defendant Arkling Group for summary judgment (Rogers, Paula)

18. Verify that the docket text is correct.*

19. Optional:
You may add up to 256 characters to the docket entry in the box provided.

20. Click Next.

Docket Text: Modify as Appropriate.

MEMORANDUM by Arkling Group in support of motion for summary judgment[29] (Test, Attorney)

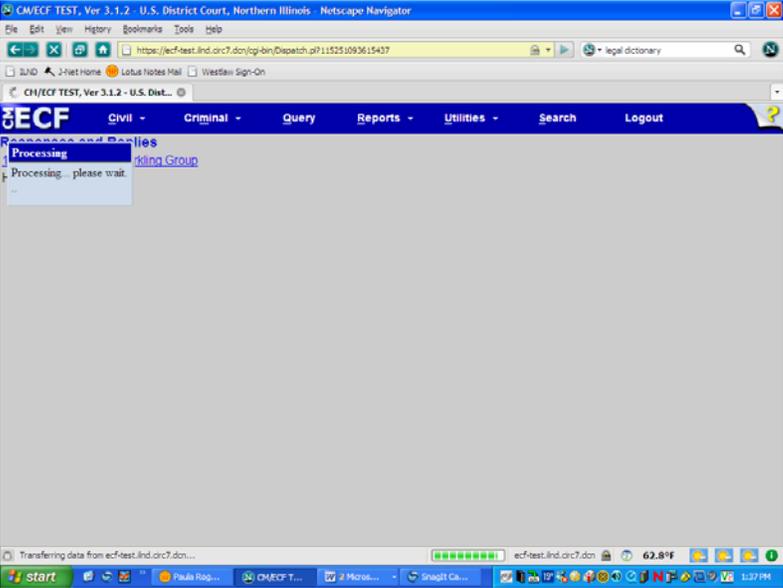
***If the docket entry is incorrect, click your browser's back button and navigate to the appropriate screen to make the correction.**

Filing a Response

- 21. Verify that the docket text is correct.
- 22. Click **Next**.

Docket Text: Final Text
MEMORANDUM by Arklng Group in support of motion for summary judgment[29] (Test, Attorney)

- 23. Wait for the system to process your entry.



Responses and Replies
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

United States District Court
Northern District of Illinois - **CM/ECF TEST, Ver 3.1.1**

Notice of Electronic Filing

The following transaction was entered on 2/15/2008 at 1:44 PM CST and filed on 2/15/2008

Case Name: Pearl v. Arkling Group
Case Number: [1:04-cv-8000](#)
Filer: Arkling Group
Document Number: [27](#)

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:
MEMORANDMUM by Arkling Group

1:04-cv-8000 Notice has been electronically mailed to:
Attorney Test ted_newman@ilnd.uscourts.gov

1:04-cv-8000 Notice has been delivered by other means to:
Thuirston D Smith, Jr

Shown above is a partial sample of the electronic notice of this response. 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 on 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.

Adding an Attachment

Important Points to Keep in Mind

In CM/ECF an attachment refers to any additional material, such as an appendix or exhibit that is being filed at the same time as the complaint, answer to the complaint, etc. The following requirements apply to all files.

- ✓ Attachments **must** be in PDF format. CM/ECF will not accept any other format.
- ✓ The maximum size of a single attachment is 5 megabytes. If the document is larger than 5 megabytes, divide the document into separate files and rename each file. For example, Exhibit-part1, Exhibit-part2.
- ✓ You are encouraged to include multiple documents in the same file. For example, if you have four exhibits of 5 pages each all four exhibits (documents) may be included in the same file if the combined documents do not exceed the 5 megabyte limitation.

1. Upload the main document that you are filing. In this example, the **Answer to Complaint** is being filed.
2. Click the **Yes** radio button.
3. Click **Next**.

Answers to Complaints
[1:04-cv-08000 Pearl v. Arkling Group](#)
HABEAS

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Attachments to Document: No Yes

I

Adding an Attachment

2. Click **Browse**

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appe

Filename

Browse...

2) Before proceeding to step 3, describe the document using the Category

Category **Description**

3) Add the filename to the list box below. If you have more attachments, g

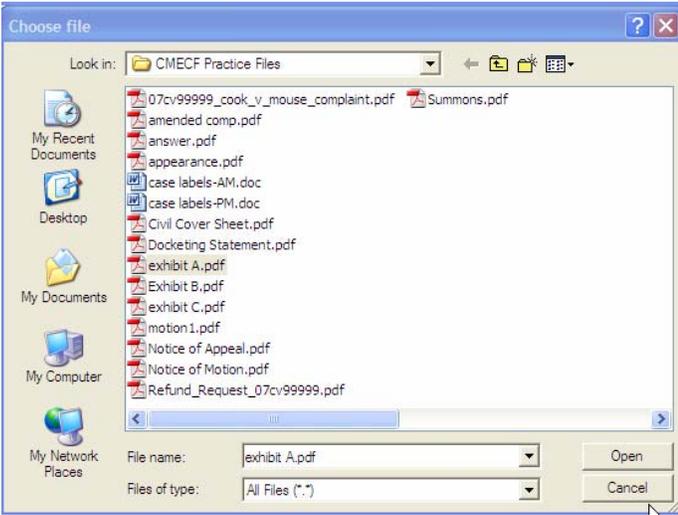
Add to List

Remove from List

Next

3. Select the file to be attached.

4. Click **Open**.



Adding an Attachment

- 5. Click the ▼ arrow and select a category, and/or type a brief description of the document.
- 6. Click **Add to List**.

CM/ECF will reject any attachments that are missing a description. At a minimum you **MUST** choose a category or a type in a description.

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example:
Filename
F:\CMECF - Attorney\CMECF Practice Fi

2) Before proceeding to step 3, describe the document using the C
Category **Description**
Supplement Answer Part 2

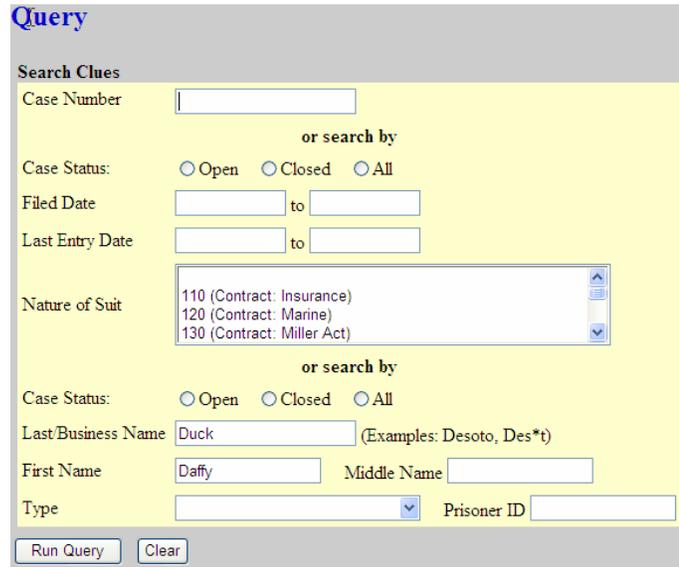
3) Add the filename to the list box below. If you have more attach

Finding a Party

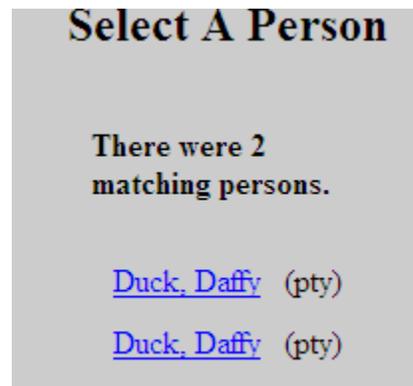
1. Click **Query** on the main menu.



2. Enter the party's name.
3. Click **Run Query**.

A screenshot of the 'Query' search interface. The title is 'Query'. Under 'Search Clues', there is a text input for 'Case Number'. Below that, 'or search by' with radio buttons for 'Open', 'Closed', and 'All'. There are date range inputs for 'Filed Date' and 'Last Entry Date'. A dropdown menu for 'Nature of Suit' is open, showing options: '110 (Contract: Insurance)', '120 (Contract: Marine)', and '130 (Contract: Miller Act)'. Below this, another 'or search by' section with radio buttons for 'Open', 'Closed', and 'All'. There are text inputs for 'Last Business Name' (with 'Duck' entered), 'First Name' (with 'Daffy' entered), and 'Middle Name'. There is also a 'Type' dropdown and a 'Prisoner ID' input. At the bottom are 'Run Query' and 'Clear' buttons.

4. Matching party names display in a list.
5. Click the name for further information on the party.



Finding a Party

6. A list of cases that the person is a party to displays.

Select A Case		
I		
This person is a party in 338 cases.		
1:02-cr-00001	USA v. Duck et al	filed 01/01/02
1:02-cr-00001-1	Daffy Duck	filed 01/01/02
1:02-cr-00003	USA v. Duck et al	filed 01/05/02
1:02-cr-00003-1	Daffy Duck	filed 01/05/02

7. For additional details, click on the case number.

	3:02-cv-50040 Duck et al v. Disneyland et al Philip G. Reinhard, presiding Date filed: 01/01/2002 Date of last filing: 06/03/2003
Query	
Alias	
Associated Cases	
Attorney	
Case Summary	
Deadlines/Hearings...	
Docket Report ...	
Filers	
History/Documents...	
Party	
Related Transactions...	
Status	
View a Document	

8. Click the desired option.

Important Points to Keep in Mind

You may find it may be necessary to add a party name to a case as the result of a document you are filing, such as an amended complaint or a cross-claim.

There is a difference between adding a party and creating a party. When you **add** a party, you are selecting a party name that already exists in the ECF database and adding the party to your case. When you **create** a party, you are adding the party to the ECF database, and then adding the party to your case.

1. Click **Add/Create New Party**.

Select the filer.

Select the Party:

American Airlines Corporation [Defendant]

Arkling Group [Defendant]

Arkling Group [Counter Claimant]

Arkling Group [Counter Claimant]

Arkling Group [Counter Defendant]

Arkling Group [Cross Claimant]

Arkling Group [Cross Defendant]

Arkling Group [ThirdParty Plaintiff]

Next Clear

[Add Create New Party](#)

2. Enter the party's name then click **Search**.

Before you add a name, be sure the name you want is not already in the database!

Search for a party

Last/Business Name Duck First Name Daffy Middle Name

Prisoner ID

Search Clear

- The more search criteria you enter, the more specific your search results.
- A wild card (*) may be typed before the letters to take the place of other letters. For example, if you type ***am**, you will find Bob Cunningham, Judy **Am**stutz, and the United States of **A**merica. However, you will **not** find Dick Armstrong because the letters are not consecutive.
- Try alternate searches if your first search is not successful.

Adding a Party

3. Select the desired party name.
4. Click **Select name from list**.
5. If the party name is not on the list, click **Create new party** and go to step 9.

Search for a party

Last/Business Name First Name Middle Name

Prisoner ID

Party search results

Duck, Daffy
Duck, Daffy

Select Party from List

6. The Party Information screen displays, with the party name listed.
7. Select the **Role**.
8. Enter information in the **Party Text** field, for example, “an Illinois corporation”, if desired.

Do not enter any other information about the party.

8. Click **Submit**.

Party Information

Daffy Duck

Title

Role Pro se

Prisoner ID Unit

Office

Address 1 Show this address on the docket sheet

Address 2

Address 3

City State Zip

Country Country

Prison

Phone Fax

E-mail

Party text

Start date

Create New Party

9. Click **Create new party**.

*If the party name does not display you must create a new party and **then** add the party to your case.*

Search for a party

Last/Business Name First Name Middle Name

Prisoner ID

Party search results

No person found.

Adding a Party

10. The name you searched for displays in the last name field. Make any necessary corrections to the spelling of the name.

11 Enter the last name, first name, and middle initial (if known) of the party you are adding. For corporations, enter the full name in the Last name field.

Party Information

Last name: Rogers First name: Paula

Middle name: Generation:

Title:

Role: Plaintiff (pla.pt) Pro se: No

Prisoner Id: Unit:

Office:

Address 1: Show this address on the docket sheet

Address 2:

Address 3:

City: State: Zip:

Country: Country:

Prison: Not Associated with Prison, ALDERSON

Populate Prison Address Lines

Phone: Fax:

Do not enter any other information about the party.

12. Select the **Role**.

13. Click **Submit**.

14. Select the party from the list and click **Next**.

Select the Party:

American Airlines Corporation [Defendant] [Add/Create New Party](#)

Arkling Group [Defendant]

Arkling Group [Counter Claimant]

Arkling Group [Counter Claimant]

Arkling Group [Counter Defendant]

Arkling Group [Cross Claimant]

Arkling Group [Cross Defendant]

Arkling Group [ThirdParty Plaintiff]

Next Clear

Filing a Notice of Appeal

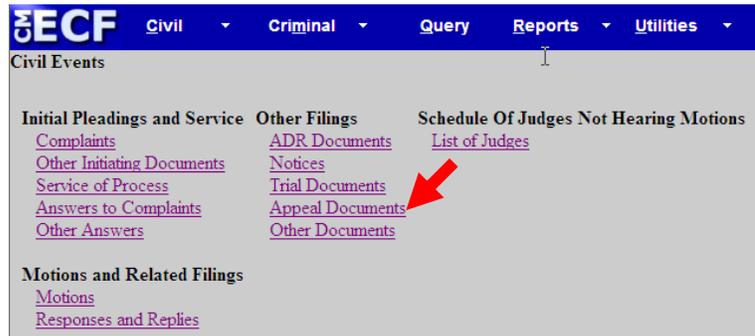
Important Points to Keep in Mind

- ✓ Payment for filing fees will be made through Pay.gov. Pay.gov is a service used by the District Court to process filing fees. It is **not** a department of, or managed by the District Court. Please review the General Order regarding refund of filing fees paid electronically. The full order is available at <http://10.205.15.104/PRESS/GeneralOrder102607PDF> and an applicable excerpt is provided at the end of this document.
- ✓ The filing user will be prompted to enter credit card information while filing the notice of appeal. Pay.gov accepts Visa[®], MasterCard[®], Discover[®], American Express[®] and Diners Club International[®]. **Debit cards are not accepted for payment at this time.** Please check the Clerk's Office website at www.ilnd.uscourts.gov for updates.
- ✓ Sealed documents are to be submitted to the Clerk's Office in paper form in accordance with local rules. No sealed documents are to be e-filed.

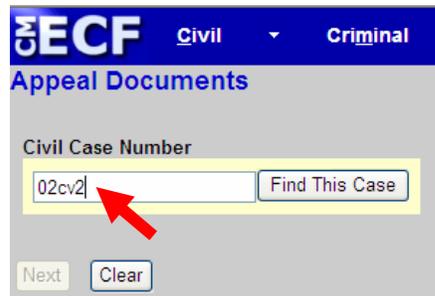
1. Click on the **Appeal Documents** link.



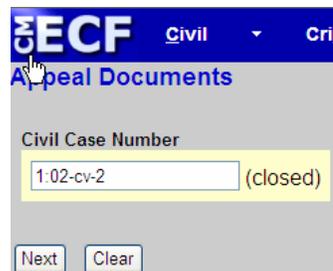
Do not use Notices to file a Notice of Appeal. This event does not allow you to pay the filing fee, and will delay processing.



2. A. Enter the case number of the case being appealed.
B. Click **Find This Case**.



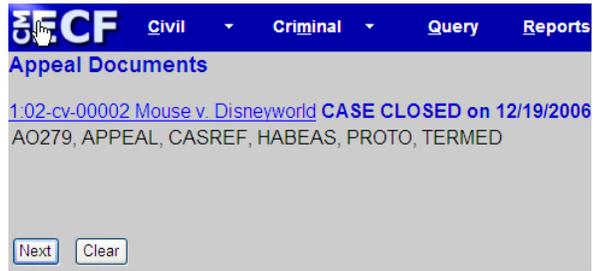
3. Once the case number that you entered displays in the box click **Next**.



Filing a Notice of Appeal

4. A. Verify that the correct case number and title display.

B. Click **Next**.



ECF Civil Criminal Query Reports
Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED
Next Clear



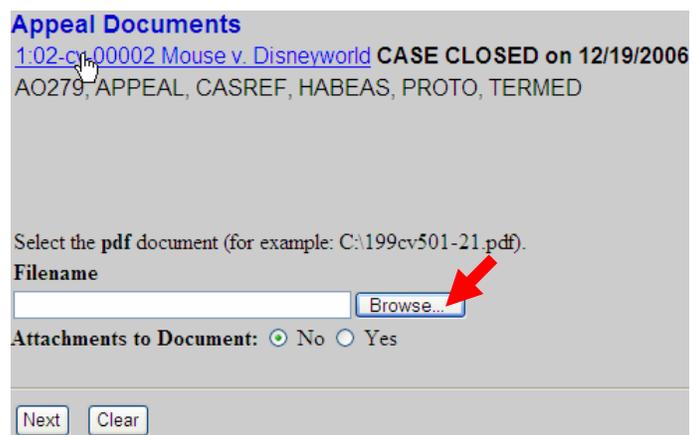
After a final judgment or closing order has been entered in the case a **CASE CLOSED** flag will appear next to the case information. This does not prevent a Notice of Appeal from being filed.

5. Click **Notice of Appeal**.



Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED
Available Events (click to select an event)
7th Circuit Transcript Information Sheet
Amended Notice of Appeal
Appeal of Magistrate Judge Decision to District Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Designation of Record of Appeal
Docketing Statement
Notice of Appeal
Notice of Cross Appeal
Selected Event
Notice of Appeal
Next Clear

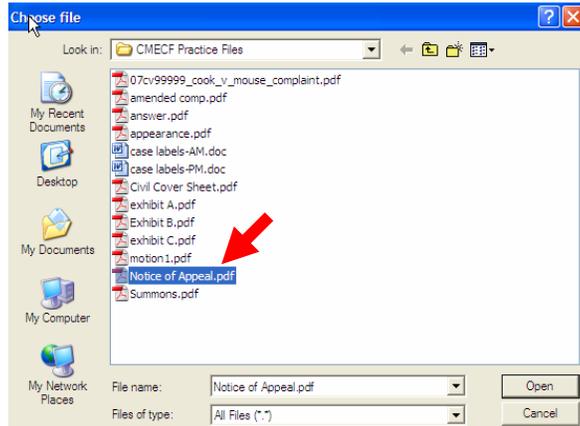
6. Click **Browse** to display the files available on your computer.



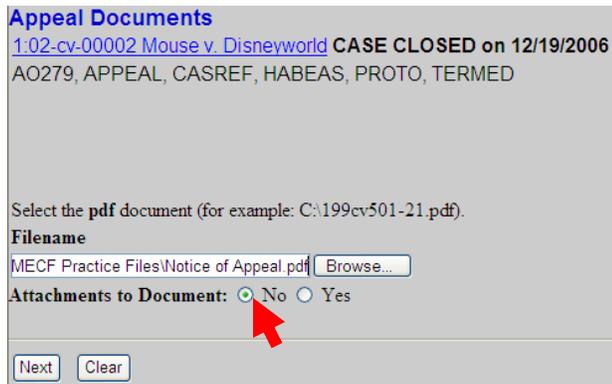
Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED
Select the pdf document (for example: C:\199cv501-21.pdf).
Filename
Browse...
Attachments to Document: No Yes
Next Clear

Filing a Notice of Appeal

- 7. A. Select the file that contains the Notice of Appeal.
- B. Click **Open** to upload the document.



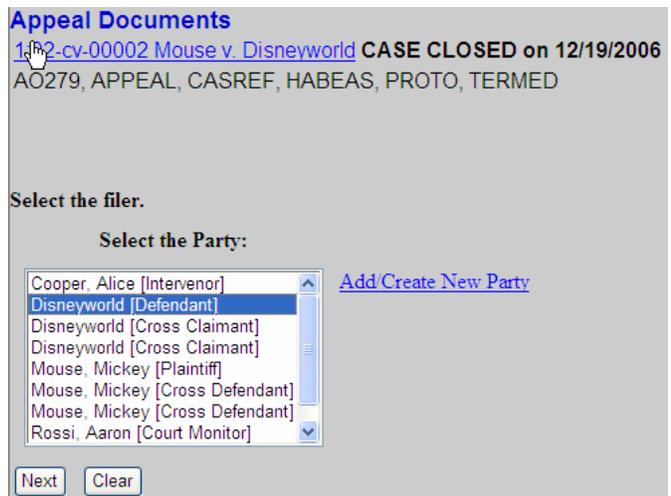
- 8. A. Verify that the correct file name displays in the box.
- B. Verify that **attachments to Document** is selected to **No**.
- C. Click **Next**.



- 9. A. Select a filing party.
- B. Click **Next**.



To select more than one name, hold down the **Ctrl** key on the keyboard and use the mouse to highlight multiple names.



Filing a Notice of Appeal

10. A. Check the box next to the event/order being appealed.

B. Click **Next**.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) **CASE CLOSED on 12/19/2006**
 AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Select order being appealed.

Select the appropriate event(s) to which your event relates:

- 02/01/2002 [4](#) ORDER Motion for leave to proceed in forma pauperis [3](#) is granted signed by Judge Ruben Castillo on 2/1/2002. (nlf,) (Entered: 07/17/2003)
- 12/01/2004 [8](#) MINUTE entry before Judge Ruben Castillo : Motion to continue 7 is entered and continued, Settlement conference held on 12/1/2004, Attorney Russell Crowe for Disneyworld added. Attorney Andy Garcia terminated. Show Cause Hearing set for 12/20/20 04 at 10:00 AM. (nlf,) (Entered: 12/13/2004)
- 12/01/2004 [9](#) Motion to continue 7 is entered and continued, ORDER regarding Motion for Leave to Proceed in forma pauperis [3](#) Pretrial Conference set for 12/20/2004 at 10:00 AM. Signed by Judge Ruben Castillo on 12/1/2004. (nlf,) (Entered: 12/13/2004)
- 01/13/2005 [23](#) MINUTE entry before Judge Ruben Castillo : Motion for extension of time to answer 17 is entered and continued (nlf,)
- 04/06/2005 [70](#) PROTECTIVE Order Signed by Judge Ruben Castillo on 4/6/2005: (nlf,)
- 04/06/2005 [71](#) CONTEMPT Order Signed by Judge Ruben Castillo on 4/6/2005: No notice (nlf,)

11. A. Click the **Calendar** button and select the **Appeal Record Deadline**.

B. Click **Next**.

* **The deadline must be exactly 21 days from the date the appeal is filed. This includes weekends and holidays.**

If the deadline date falls on a holiday, select the next business day.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) **CASE CLOSED on 12/19/2006**
 AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

notice of appeal

Appeal Record Deadline

Date

https://ecf-test.ilnd.circ7.dcn/...

October 2007

<< < Today > >>

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Filing a Notice of Appeal

12. Type **N** in the box unless you are filing on behalf of the government or pro se.

*If you are filing on behalf of the government or pro se, type **Y** in the box. The payment screen will not display.

Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Do you have in forma pauperis status for this appeal Y/N?
or

Are you requesting in forma pauperis status for this appeal Y/N?
or

Is this complaint filed on behalf of the USA Y/N?



At this point, a filing fee is required. Determine whether the fee will be paid using a credit card online, or if the fee will be paid in the traditional manner at a later time. You will not be able to pay the fee online after the Notice of Appeal has been electronically filed.

If the fee is not paid at the time the Notice of Appeal is filed, the Court of Appeals will send a letter notifying you when the fee must be paid. If not paid in a timely fashion, your appeal may be dismissed for lack of payment.

If the attorney is a CJA Attorney, Federal Defender or Assistant U.S. Attorney, a filing fee is not required.

13. Click **Next**.

Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Fee: \$455

Filing a Notice of Appeal

14. Wait for the payment screen to load.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) **CASE CLOSED on 12/19/2006**
 AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Now loading the payment processing screen. This process might take a few seconds.

15. Follow the prompts and enter your credit card information.

The payment amount displayed reflects the appropriate fee for the type of document being filed.

Online Payment [Return to your origin](#)

Step 1: Enter Payment Information
 Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)
 Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$1.00

Billing Address: *

Billing Address 2:

City:

State / Province: ▼

Zip / Postal Code:

Country: ▼ *

Card Type: *

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Pa

16. A. Check the box authorizing the charge. If this box is not checked the filing fee cannot be processed.

B. To have a receipt emailed to you, enter your email address in both boxes.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Attorney Test 219 S. Dearborn Billing Address 2: City: State / Province: Zip / Postal Code: 60600 Country: USA	Card Type: Visa Card Number: *****2222 Expiration Date: 4 / 2008	Payment Amount: \$1.00 Transaction Date: 10/25/2007 14:22 and Time: EDT

Email Confirmation Receipt
 To have a confirmation sent to you upon completion of this transaction, provide an email address

Email Address:

Confirm Email Address:

CC:

Authorization and Disclosure
 Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

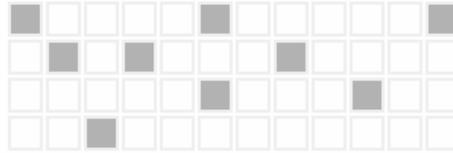
Enter email address for receipt.

Check this box to authorize the charge.

Filing a Notice of Appeal

17. Wait until your credit card charge has been processed.

Your request is being processed. Please wait.



18. Click **Next**.

Appeal Documents

[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

19. Verify that the docket text is correct then click **Next**.

Appeal Documents

[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Docket Text: Final Text

NOTICE of appeal by Disneyworld regarding orders [70] Filing fee \$ 455, receipt number 0752000000000160247. (Test, Attorney)

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\Notice of Appeal.pdf pages: 1

20. Wait for the Notice of Electronic Filing (NEF) to display.

Filing a Notice of Appeal

Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

United States District Court
Northern District of Illinois - CM/ECF TEST, Ver 3.1.1

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 10/31/2007 at 10:17 AM CDT and filed on 10/31/2007

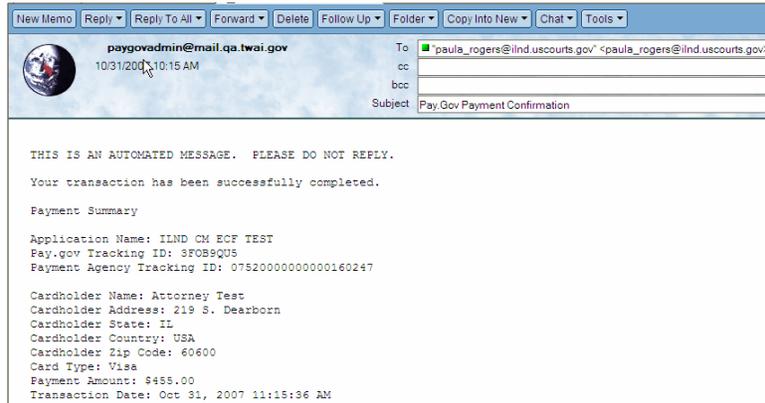
Case Name: Mouse v. Disneyworld
Case Number: [1:02-cv-2](#)
Filer: Disneyworld
WARNING: CASE CLOSED on 12/19/2006
Document Number: [233](#)

Docket Text:
NOTICE of appeal by Disneyworld regarding orders [70] Filing fee \$ 455, receipt number 0752000000000160247. (Test, Attorney)

1:02-cv-2 Notice has been electronically mailed to:
Nelida Finch nelida_finch@ilnd.uscourts.gov

21. Make sure that you either print a copy of the NEF for reference or write down the document number. **You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.**

22. File the Docket Statement. Instructions are provided on the following pages.



Shown above is a sample receipt generated by Pay.gov. Remember, in order to generate a receipt you must enter your email address at the prompt on the Pay.gov screen. Refer to step 16 for details.

Filing a Notice of Appeal

The **Docket Statement** MUST be filed on the same date as the Notice of Appeal. If it is not filed on the same date then it must be filed at the Court of Appeals. **The Docket Statement must be filed separately. DO NOT attach it to the Notice of Appeal!**

1. Click **Appeal Documents** on the main menu.



2. A. Type the case number.
B. Click **Find This Case**.

Appeal Documents

Civil Case Number

3. Click **Next** when the case number displays in the box.

Appeal Documents

Civil Case Number

4. Click **Next**.

Appeal Documents

[1:02-cv-00002 Mouse v. Disneyworld](#) **CASE CLOSED on 12/19/2006**
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Filing a Notice of Appeal

5. A. Select **Docketing Statement**.

B. Click **Enter**.

The screenshot shows a web interface titled "Appeal Documents" for case "1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006". Below the case information is a search bar and a list of "Available Events (click to select an event)". The "Docketing Statement" event is highlighted in blue. To the right, the "Selected Event" is also "Docketing Statement". Buttons for "Next" and "Clear" are at the bottom.

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

The screenshot shows the "Appeal Documents" interface with a "Select the pdf document (for example: C:\199cv501-21.pdf)." instruction. Below this is a "Filename" input field with a "Browse..." button. There are radio buttons for "Attachments to Document:" with "No" selected. "Next" and "Clear" buttons are at the bottom.

7. A. Select the file that contains the **Docketing Statement**.

B. Click **Open** to upload the document.

The screenshot shows a Windows "Choose file" dialog box. The "Look in:" field shows "CMECF Practice Files". A list of files is displayed, with "Docketing Statement.pdf" selected. The "File name:" field contains "Docketing Statement.pdf" and the "Files of type:" field is set to "All Files (*.*)". "Open" and "Cancel" buttons are at the bottom right.

Filing a Notice of Appeal

8. A. Verify that the correct file name displays in the box.
- B. Verify that **attachments to Document** is selected to **No**.
- C. Click **Next**.

Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
F Practice Files\Docketing Statement.pdf

Attachments to Document: No Yes

9. A. Select the filing party.
- B. Click **Next**.

Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Select the filer.

Select the Party:

Cooper, Alice [Intervenor]
Disneyworld [Defendant]
Disneyworld [Cross Claimant]
Disneyworld [Cross Claimant]
Mouse, Mickey [Plaintiff]
Mouse, Mickey [Cross Defendant]
Mouse, Mickey [Cross Defendant]
Rossi, Aaron [Court Monitor]

[Add/Create New Party](#)

10. A. Check the box next to the Notice of Appeal that relates to this event.
- B. Click **Next**.

Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Select the appropriate event(s) to which your event relates:

<input type="checkbox"/>	12/13/2004 5	NOTICE of appeal by Disneyworld ; Filing fee \$ 255 paid; Receipt number 1234 (rnf,)
<input type="checkbox"/>	01/11/2005 15	NOTICE of appeal by Disneyworld regarding order 8 ; Filing fee \$ 255 paid; Receipt number 12345 (rnf,)
<input type="checkbox"/>	03/08/2007 184	NOTICE of appeal by Mickey Mouse regarding orders 172 ; Filing fee \$ 455 paid; Receipt number 307123 (amb,)
<input type="checkbox"/>	07/17/2007 202	NOTICE of appeal by Mickey Mouse regarding orders 4 Filing fee \$ 455, receipt number 158616. (Test, Attorney)
<input type="checkbox"/>	07/23/2007 205	NOTICE of appeal by Mickey Mouse regarding orders 8 (Test, Attorney)
<input type="checkbox"/>	07/23/2007 206	NOTICE of appeal by Mickey Mouse regarding orders 23 (Test, Attorney)
<input checked="" type="checkbox"/>	10/31/2007 232	NOTICE of appeal by Disneyworld regarding orders 172 Filing fee \$ 455, receipt number 0752000000000160236. (Test, Atty)
<input checked="" type="checkbox"/>	10/31/2007 233	NOTICE of appeal by Disneyworld regarding orders 70 Filing fee \$ 455, receipt number 0752000000000160247. (Test, Attorney)

Filing a Notice of Appeal

11. Click **Next**.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

12. A. Verify that the docket entry is correct.

B. Click **Next**.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Docket Text: Final Text
DOCKETING Statement by Disneyworld regarding notice of appeal[232], notice of appeal[233] (Test, Attorney)

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\Docketing Statement.pdf pages: 1

13. Wait for the system to process your submission.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Processing
Processing... please wait.
.....

14. Make sure that you either print a copy of the NEF for reference or write down the document number. **You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.**

Appeal Documents

[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

United States District Court

Northern District of Illinois - **CM/ECF TEST, Ver 3.1.1**

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 10/31/2007 at 10:36 AM CDT and filed on 10/31/2007

Case Name: Mouse v. Disneyworld

Case Number: [1:02-cv-2](#)

Filer: Disneyworld

WARNING: CASE CLOSED on 12/19/2006

Document Number: [234](#) 

Docket Text:

DOCKETING Statement by Disneyworld regarding notice of appeal[232], notice of appeal[233] (Test, Attorney)

1:02-cv-2 Notice has been electronically mailed to:

Nelida Finch nelida_finch@ilnd.uscourts.gov

**UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 07 – 0023
GENERAL ORDER ON ELECTRONIC CASE FILING**

Excerpt regarding refund of erroneous or duplicate payments:

(D) The Clerk of Court is hereby granted the authority to authorize refunds upon written request by a party who has inadvertently made erroneous or duplicate payments on line. All approved refunds shall be processed through the electronic credit card system. In the event that a particular attorney or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the Clerk of Court may request that the Court issue an order to show cause why further requests for refunds should be considered. If a credit card transaction is invalid for any reason or if the credit card processing function in CM/ECF is experiencing problems, payment must be made within two business days. Summons will not be issued until the fee is paid by credit card, check, cash, or money order. If the case is an emergency filing, the filer must bring the paper document.

Request Refund of Duplicate Filing Fee

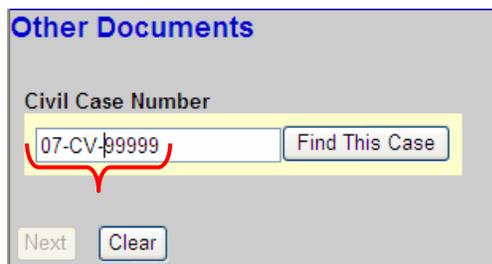
Important Points to Keep in Mind

- ✓ **DO NOT** submit a request for refund until you receive an email from the Clerk's Office. The Clerk's Office conducts daily Internet payment audits. If it is determined that you made a duplicate payment or a payment without submitting the filing documents, you will be contacted via email by a Clerk's Office staff member. The case number used in this documentation is for illustration only. **Use the case number provided to you in the email from the Clerk's Office.**
- ✓ You must draft a pleading or letter requesting the refund. This document must be in PDF format.
- ✓ After you file your request for refund, the Clerk's Office will submit a refund request to pay.gov who will then send you an email confirming the credit to your credit card account.
- ✓ Pay.gov is a service that is used by the District Court to process filing fees. It is **not** a department of, or managed by the District Court.
- ✓ Please review the General Order regarding refund of filing fees paid electronically. This order is available at <http://10.205.15.104/PRESS/GeneralOrder102607PDF> and the end of this document.

1. Click on the **Other Documents** link.



2. Type in the case number provided in the email from the Clerk's Office.
3. Click **Find This Case**.

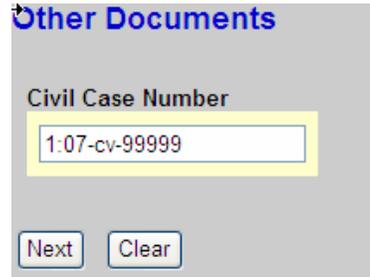
A screenshot of a search form titled "Other Documents". It contains a text input field labeled "Civil Case Number" with the sample value "07-CV-99999" entered. To the right of the input field is a button labeled "Find This Case". Below the input field are two buttons: "Next" and "Clear". A red bracket is drawn under the input field.

This is a SAMPLE case number. Enter the case number provided in the email from the Clerk's Office.

Request Refund of Duplicate Filing Fee

4. Click **Next**.

This is a sample case number, only. Make sure the case number showing is the one provided to you in the email from the Clerk's Office.



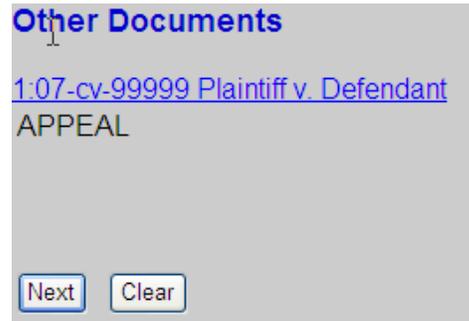
Other Documents

Civil Case Number

1:07-cv-99999

Next Clear

5. Click **Next**.



Other Documents

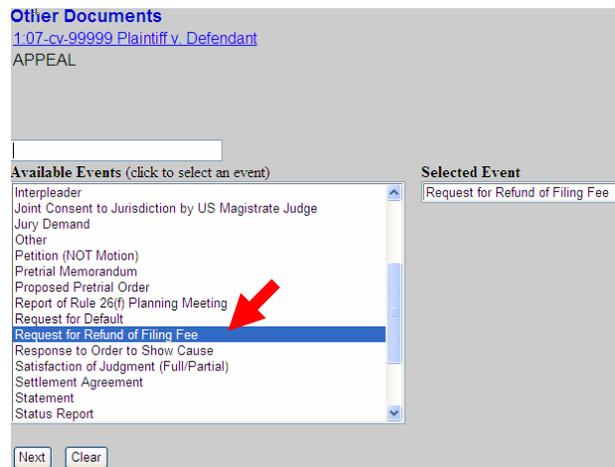
[1:07-cv-99999 Plaintiff v. Defendant](#)

APPEAL

Next Clear

6. Scroll down and select **Request for Refund of Filing Fee**.

7. Click **Next**.



Other Documents

[1:07-cv-99999 Plaintiff v. Defendant](#)

APPEAL

Available Events (click to select an event)

- Interpleader
- Joint Consent to Jurisdiction by US Magistrate Judge
- Jury Demand
- Other
- Petition (NOT Motion)
- Pretrial Memorandum
- Proposed Pretrial Order
- Report of Rule 26(f) Planning Meeting
- Request for Default
- Request for Refund of Filing Fee**
- Response to Order to Show Cause
- Satisfaction of Judgment (Full/Partial)
- Settlement Agreement
- Statement
- Status Report

Selected Event

Request for Refund of Filing Fee

Next Clear

Request Refund of Duplicate Filing Fee

8. Select the filing party.

9. Click **Next**.

Other Documents
[1:07-cv-99999 Plaintiff v. Defendant](#)
APPEAL

Select the **filer**.

Select the Party:

Defendant [Defendant] [Add/Create New Party](#)
Plaintiff [Plaintiff]

Next Clear

10. Click **Browse**.

Other Documents
[1:07-cv-99999 Plaintiff v. Defendant](#)
APPEAL

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

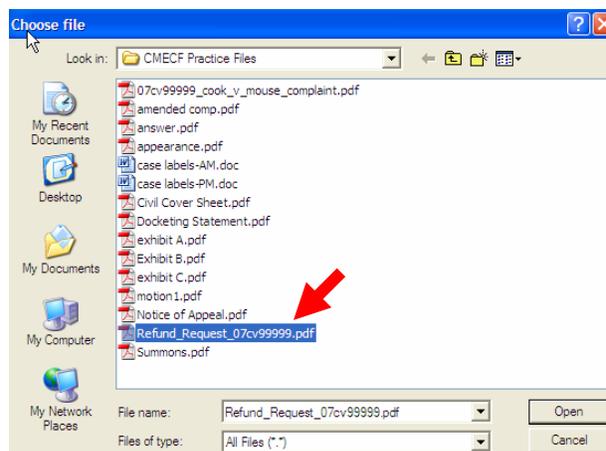
[Browse...](#)

Attachments to Document: No Yes

Next Clear

11. Select the file that contains your request for a refund.

12. Click **Open** to upload the file.



Request Refund of Duplicate Filing Fee

13. Verify that the correct file was uploaded.

14. Leave the **Attachments** radio button selected to **No**.

15. Click **Next**.

Other Documents
[1:07-cv-99999 Plaintiff v. Defendant](#)
APPEAL

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
lice Files\Refund_Request_07cv99999.pdf

Attachments to Document: No Yes

16. Enter the refund amount requested.

17. Check the box **Should the document you are filing ...**

18. Click **Next**.

Other Documents
[1:07-cv-99999 Plaintiff v. Defendant](#)
APPEAL

Please enter amount of refund:

Should the document you are filing link to another document in this case?

Filed to

Documents to

19. Check the box next to the filing event related to your refund request.

10/29/2007 [32](#) COMPLAINT filed by Plaintiff, Filing fee \$ 1, receipt number 0752000000000160130. (Attachments: # [1](#) Civil Cover Sheet, # [2](#) Summons) (Test, Attorney)

10/29/2007 [33](#) COMPLAINT *smith v. mouse* filed by Plaintiff, n. Filing fee \$ 1, receipt number 0752000000000160132. (Attachments: # [1](#) Civil Cover Sheet, # [2](#) Summons) (Test, Attorney)

10/30/2007 [34](#) Corrected appearance form by Plaintiff *for entry 22* (Test, Atty)

10/30/2007 [35](#) TEST: This is just to see if you get an email. (nlf,)

10/30/2007 [36](#) NOTICE of appeal by Plaintiff Filing fee \$ 455. (nlf,)

20. Enter the case title in the box*.

21. Click **Next**.

***If you filed and paid without submitting a document there will be no case title.**

Other Documents
[1:07-cv-99999 Plaintiff v. Defendant](#)
APPEAL

Docket Text: Modify as Appropriate.

REQUEST for refund of filing fee in the amount of \$350.00 regarding complaint[33] by Plaintiff
Smith V. Mouse (Test, Attorney)

Request Refund of Duplicate Filing Fee

22. Verify the docket entry.

23. Click **Next**.

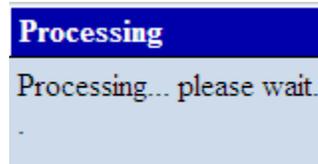
Other Documents
[1:07-cv-99999 Plaintiff v. Defendant](#)
APPEAL

Docket Text: Final Text
REQUEST for refund of filing fee in the amount of \$350.00 regarding complaint[33] by Plaintiff Smith V. Mouse (Test, Attorney)

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\Refund_Request_07cv99999.pdf pages: 1

24. Wait for the Notice of Electronic Filing (NEF) to display.



Other Documents
[1:07-cv-99999 Plaintiff v. Defendant](#)
APPEAL

United States District Court
Northern District of Illinois - CMECF TEST, Ver 3.1.1

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 11/1/2007 at 8:15 AM CDT and filed on 11/1/2007

Case Name: Plaintiff v. Defendant
Case Number: [1:07-cv-99999](#)
Filer: Plaintiff
Document Number: [37](#)

Docket Text:
REQUEST for refund of filing fee in the amount of \$350.00 regarding complaint[33] by Plaintiff Smith V. Mouse (Test, Attorney)

1:07-cv-99999 Notice has been electronically mailed to:
Attorney Test ted_newman@ind.uscourts.gov

Make sure that you either print a copy of the NEF for reference or write down the document number. **You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.**

Request Refund of Duplicate Filing Fee

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS
GENERAL ORDER 07 – 0023
GENERAL ORDER ON ELECTRONIC CASE FILING

Excerpt regarding refund of erroneous or duplicate payments:

(D) The Clerk of Court is hereby granted the authority to authorize refunds upon written request by a party who has inadvertently made erroneous or duplicate payments on line. All approved refunds shall be processed through the electronic credit card system. In the event that a particular attorney or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the Clerk of Court may request that the Court issue an order to show cause why further requests for refunds should be considered. If a credit card transaction is invalid for any reason or if the credit card processing function in CM/ECF is experiencing problems, payment must be made within two business days. Summons will not be issued until the fee is paid by credit card, check, cash, or money order. If the case is an emergency filing, the filer must bring the paper document.

Overview

A unique identification is assigned to each document at the time it is filed in CM/ECF. In the electronic notice sent out at the time of filing, this unique identification is called an electronic document stamp. If a PDF version of a document that has been filed in CM/ECF is replaced or modified in any way, a new electronic document stamp is created that will not match the original document stamp.

The document verification process compares the current and original electronic document stamps and indicates whether they are the same.



1. Click **Verify a Document** on the Utilities menu.

A screenshot of the 'Verify Document(s)' form. The title 'Verify Document(s)' is in blue. Below the title, there is a text prompt: 'Specify the case number and document number of the docket entry containing the document to be verified.' The form contains two input fields. The first is labeled 'Case Number' and contains the text '04-2222'. To the right of this field is a small text box with the example case numbers: '99-12345, 199-cv-12345, 1-99-cv-12345, 99cv12345, or 199cv12345'. The second input field is labeled 'Document Number' and contains the text '14'. At the bottom of the form, there are two buttons: 'Next' and 'Clear'.

2. A. Enter the case number and the number of the document that you want to verify.
B. Click **Next**.

Original Signature(s)

Document No: 68852
Document description: Main Document
Original filename: C:\Documents and Settings\install1\Desktop\PerformanceManagementCoursebook.pdf
Electronic document Stamp:
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Verified Signature(s)

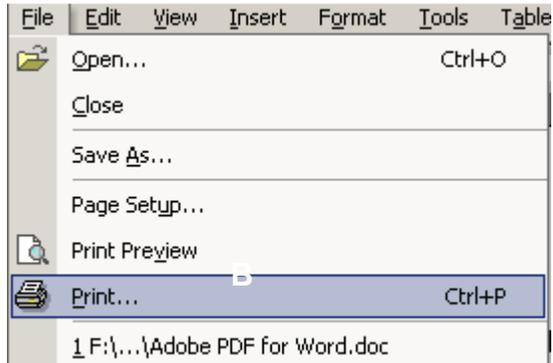
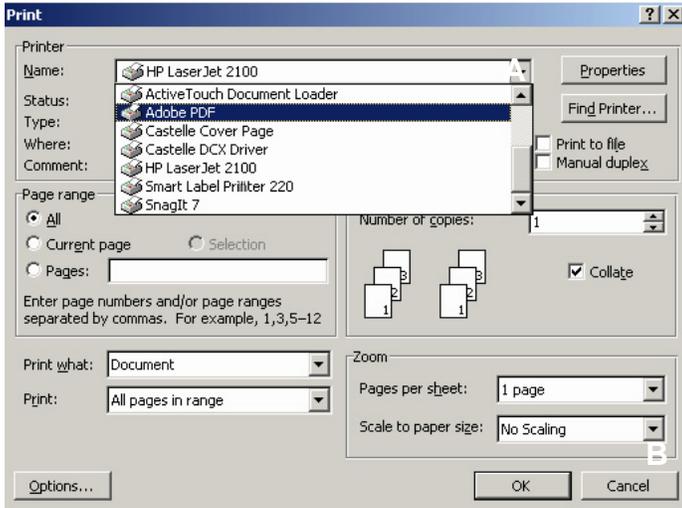
Document No: 68852
Document description: Main Document
Original filename: C:\Documents and Settings\install1\Desktop\PerformanceManagementCoursebook.pdf
Electronic document Stamp:
[STAMP dcecfStamp_ID=1040059490 [Date=2/3/2005] [FileNumber=68852-0] [1abe816ac3a43c09a4d3312a8b94a6fbbb4b8e72674a15d5e74d1cc7ef3ddb94934abb3424ce8561321a977cf577265419bb934696bbfe13c996de84a251fea9]]

The documents signatures are the same

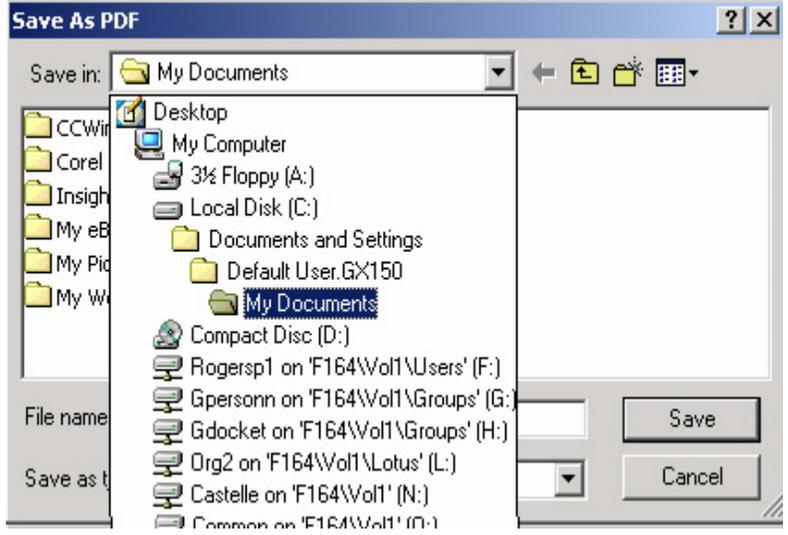
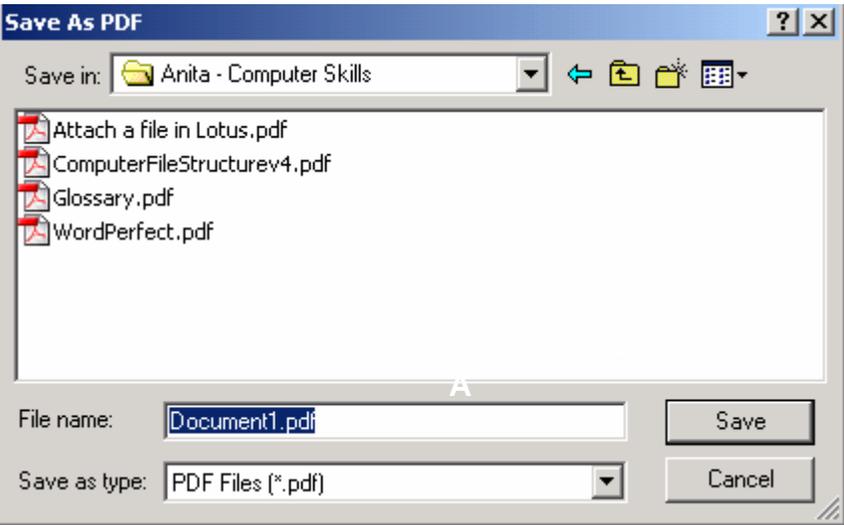
The next screen displays the text of the docket entry, the original and current electronic document stamp, and indicate whether the two document stamps are the same.

Create an Adobe PDF File from a Word Document

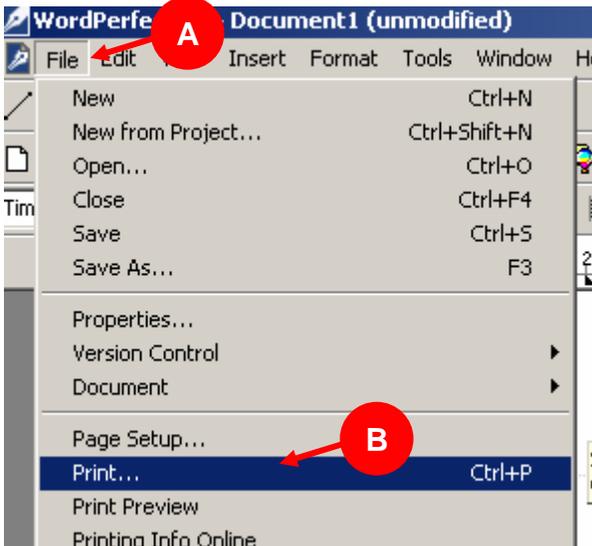
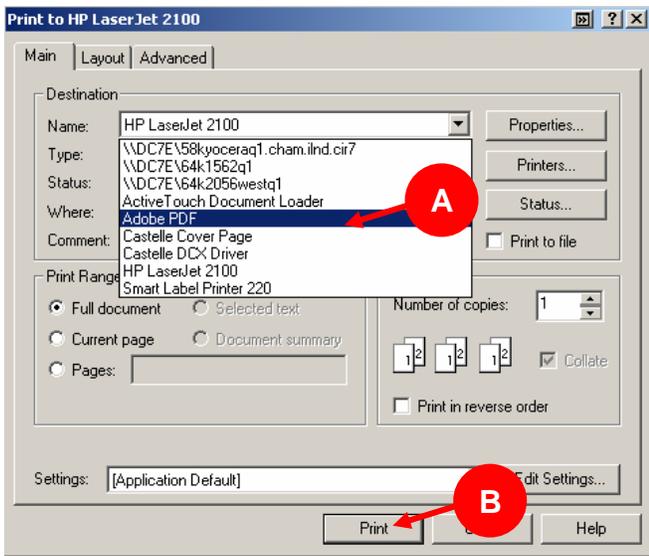
***You must have the **FULL VERSION** of Adobe Acrobat for this function to work. ***

Step	Action
1.	Create your Word document.
2.	<p>A. Click File.</p> <p>B. Mouse down to Print.</p> 
3.	<p>A. Mouse down and click Adobe PDF.</p> <p>B. Click Print.</p>  <p>***NOTE! You must have the FULL VERSION of Adobe Acrobat for this function to work.</p>

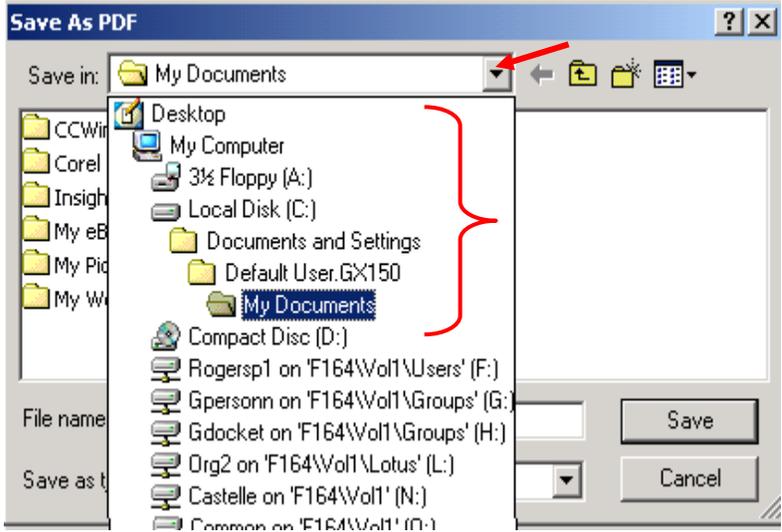
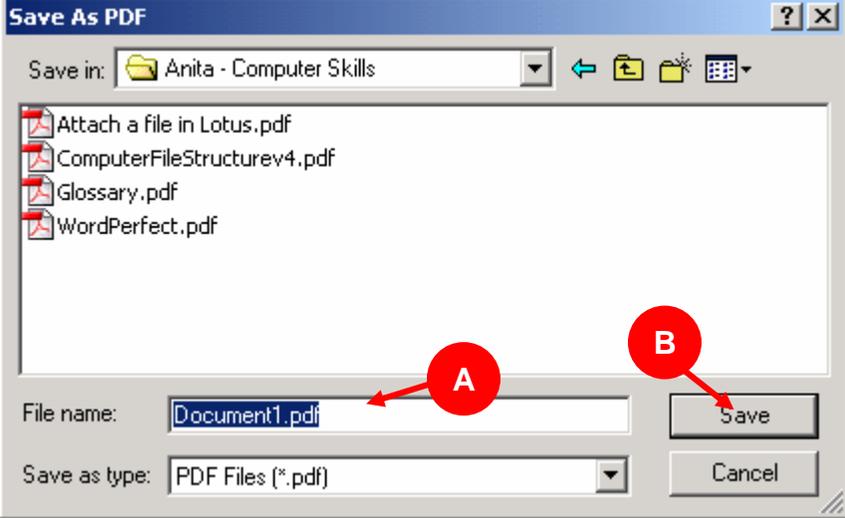
Create an Adobe PDF File From a Word Document (continued)

Step	Action
4.	<p>A. Click the ▼ of the drop down menu of the Save in box, and select the directory where you want to save the file.</p> <p>B. Select the folder where you want to save the file.</p> 
5.	<p>A. Type the name of the file.</p> <p>B. Click Save.</p>  <p>*** You must have the FULL VERSION of Adobe Acrobat for this function to work.</p>

Create an Adobe PDF File from a WordPerfect Document

Step	Action
1.	Create your WordPerfect document.
2.	<p>A. Click File.</p> <p>B. Mouse down to Print.</p>  <p>The screenshot shows the WordPerfect application window titled 'Document1 (unmodified)'. The 'File' menu is open, and the 'Print...' option is highlighted. Red circles with letters 'A' and 'B' and arrows indicate the steps: 'A' points to the 'File' menu, and 'B' points to the 'Print...' option.</p>
3.	<p>A. Mouse down and click Adobe PDF.</p> <p>B. Click Print.</p>  <p>The screenshot shows the 'Print to HP LaserJet 2100' dialog box. The 'Where:' field is expanded to show a list of destinations, with 'Adobe PDF' selected. Red circles with letters 'A' and 'B' and arrows indicate the steps: 'A' points to the 'Adobe PDF' option in the list, and 'B' points to the 'Print' button at the bottom of the dialog.</p>

Create an Adobe PDF File From a WordPerfect Document (continued)

Step	Action
4.	<p>A. Click the ▼ of the drop down menu of the Save in box, and select the directory where you want to save the file.</p> <p>B. Select the folder where you want to save the file.</p> 
5.	<p>A. Type the name of the file.</p> <p>B. Click Save.</p> 

Clear Cache/Delete Temporary Internet Files

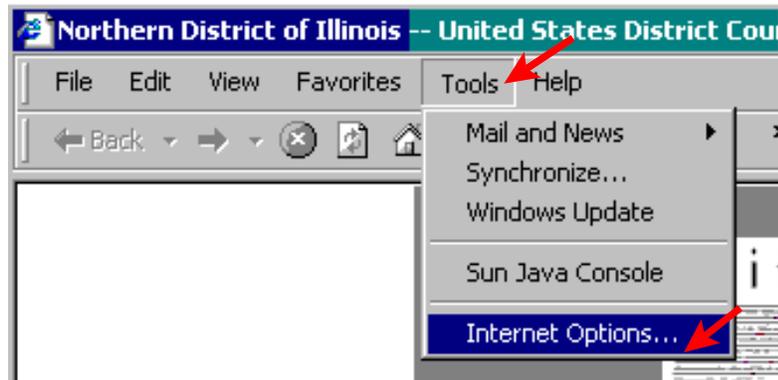
Overview

The *cache* (pronounced “cash”) is the place on your computer’s hard drive where the Internet stores temporary files. The files are automatically stored, and typically speed up processing time. But, if the computer has stored too many of these files, it gets overloaded and bogged down. If you notice that your response time is slow, then you need to clear the cache - delete these files.

At the same time that you clear the cache, you may want to delete the *cookies* that are stored on your computer. A cookie is a piece of data send by the Web Server as a way of collecting data about a user, such as login or registration information, online shopping cart information, user preferences, etc.

You can clear the cache and delete cookies using the toolbar that displays when you are on the Internet.

1. Click **Tools**.
2. Click **Internet Options**.

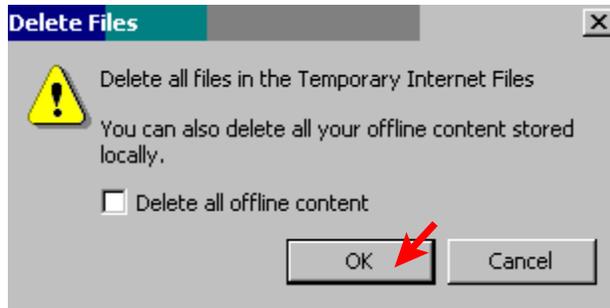


3. Click **Delete Files**.



Clear Cache/Delete Temporary Internet Files

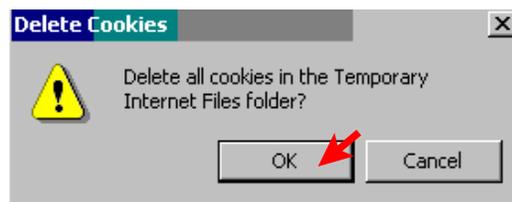
4. Click **OK**. The cursor will change to an hour glass. Wait for the cursor to change back to a bar |. This process may take several minutes.



5. Click **Delete Cookies**.



6. Click **OK**. The cursor will change to an hour glass. Wait for the cursor to change back to a bar |. This process may take several minutes.



Clear Cache/Delete Temporary Internet Files

7. Click **OK** to close the options dialogue box and continue working.



Select Text Using the Keyboard

When using ECF, it is sometimes quicker to highlight text using the keyboard instead of the mouse. The following keyboard commands may be used to select text.

To select	Press the
One character to the left of the cursor	Shift + left arrow key
One character to the right of the cursor	Shift + right arrow key
One word to the left of the cursor	Shift + Ctrl + left arrow key
One word to the right of the cursor	Shift + Ctrl + right arrow key
From the cursor to the beginning of the line	Shift + Home key
From the cursor to the end of the line	Ctrl + End key

Example

The screenshot shows a web-based form for filing a document. At the top, there is a label "Date document filed (mandatory)" above a text input field containing "7/1/2003". A red arrow points to the cursor at the end of the text in the field. Below this is a section for selecting a PDF document, with the instruction "Select the pdf document (for example: C:\199cv501-21.pdf)". It includes a "Filename" label, an empty text input field, and a "Browse..." button. At the bottom of this section are radio buttons for "Attachments to Document:" with "No" selected and "Yes" unselected. At the very bottom of the form are "Next" and "Clear" buttons.

When the document file screen displays, the current date is automatically shown in the Date document filed field. Notice that the cursor is at the far end (right) of the field. To change the date, press and hold **Ctrl** then press the **Home** key to select the entire field. Once highlighted, you type the correct filing date. The existing text is replaced with the text you type.

Move the Cursor

To have the cursor	Press the
Move one space	The left or right arrow keys
Move one word left	Ctrl and the left arrow key
Move one word right	Ctrl and right arrow key
Go to the end of the line	End key
Go to the beginning of the line	Home key

Basic Editing

If you want to ...	Then press the ...
Cut (delete) the selected text	Ctrl + X
Copy the selected text	Ctrl + C
Paste the selected text	Ctrl + V

Scroll Lists

If you want to ...	Then press the ...
Open a list	Alt + the down arrow key
Advance to the end of a list	Ctrl + End
Advance to beginning of a list	Ctrl + Home
Advance Down	Down arrow key
Advance Up	Up arrow key
Advance down several items	Page down key
Advance up several items	Page up key

Glossary of Computer Terms¹

Click

Quickly tap the mouse button. For most operations, the user clicks the left mouse button.

Copy

Duplicate a piece of data in a document or a file.

Cursor

A symbol that identifies where the next character will be displayed on the screen; the insertion point. The cursor may appear as an arrow, a flashing vertical bar (|), or an I-beam (I).

Data

Distinct pieces of information.

Desktop

The computer desktop is the main screen that displays once you have booted (started) your computer. This electric desktop consists of program and file icons that you can click to launch (start) programs and open files.

Dialogue Box

A box that displays on the screen and requires that the user make a decision, and/or provide input.

Directory

The electronic “file cabinet” that organizes folders and files.

Double-Click

Click a mouse button twice quickly and without hesitation.

Drag and Drop

Select a piece of text, object, or file while holding the mouse button down and drag it to another area in the document or on the screen. Once the text or object is positioned, release the mouse button.

Drive

The drive is the component of the computer that reads and writes data from a disk.

Extensions

An extension identifies the program that created the file, and is part of the file’s name. For example, if a file name is ABDC.wpd, “.wpd” is the extension.

¹ Some definitions adapted from www.webopedia.com

File

A collection of data that is assigned a name.

Folder

Similar to their paper counterparts, electronic folders are used to organize information and allow for easy retrieval. Folders can contain other folders and files.

Icon

A picture that represents a program or file.

Left Click

Quickly tap the left mouse button. For most operations, the user clicks the left mouse button.

Menu

A list of available commands or options.

Menu Bar

A horizontal menu that appears on top of a window.

Move

Reposition a piece of text or an object elsewhere in a document. This is accomplished by selecting the text or object and dragging it to the desired location in the document.

Program

A group of electronic instructions that tell the computer what to do. Examples of programs include WordPerfect, Lotus Notes, PowerPoint, and Excel.

Pull-down Menu

A special type of pop-up menu that appears directly beneath the command you selected.

Rename

Assign a different name to a file.

Right Click

Quickly tap the right mouse button. A right click produces a shortcut menu.

Save

Save any changes to the file (document) using its original name.

Save As

Save the document with a different name.

Scroll

Click and drag the scroll bar at the top, bottom or side of the screen to display additional data.

Title Bar

The bar on top of a window that displays the name of the file or application.

Tool Bar

A series buttons under the menu bar that are shortcuts to various commands and functions.

Window

An framed area of the display screen that shows specific data.