

Filing a Motion

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



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



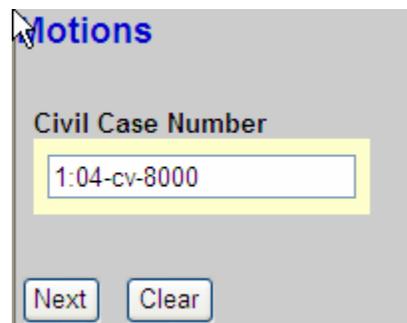
The search function works with any type of document or pleading. Simply type in the type of pleading and click **Search**.

4. Click **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**.

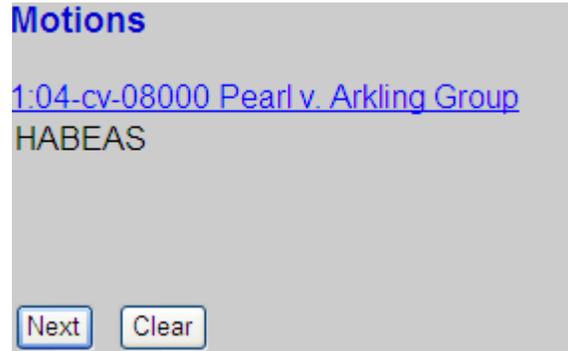


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7. Verify the case number and case title.

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

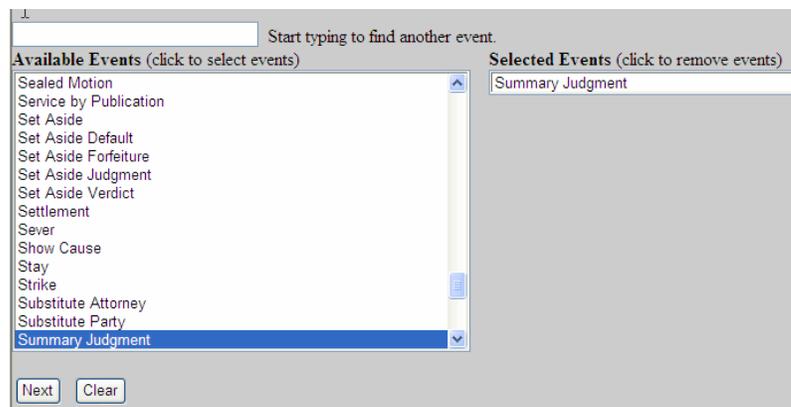
If incorrect, click your browser's back button and enter the correct case number.



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 interface, there are two buttons: "Next" and "Clear".

9. Select the type of relief.

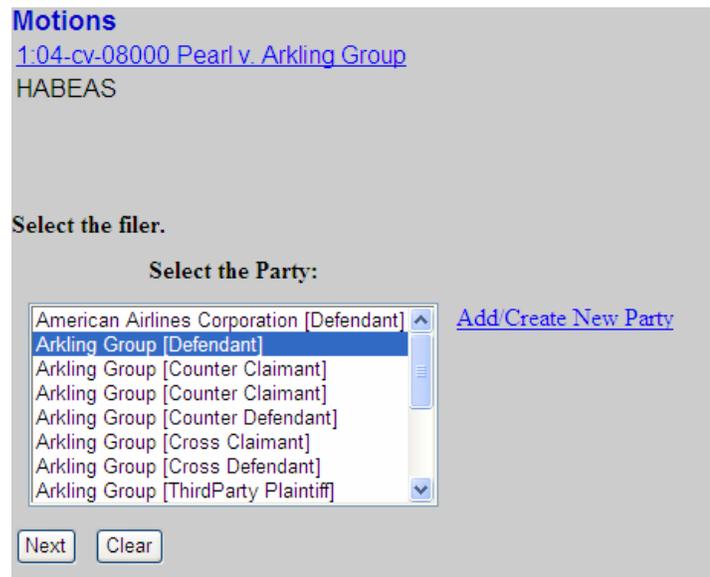
10. Click **Next**.



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 currently 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" motion type. Below this, the text "Select the filer." is followed by "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]. 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.

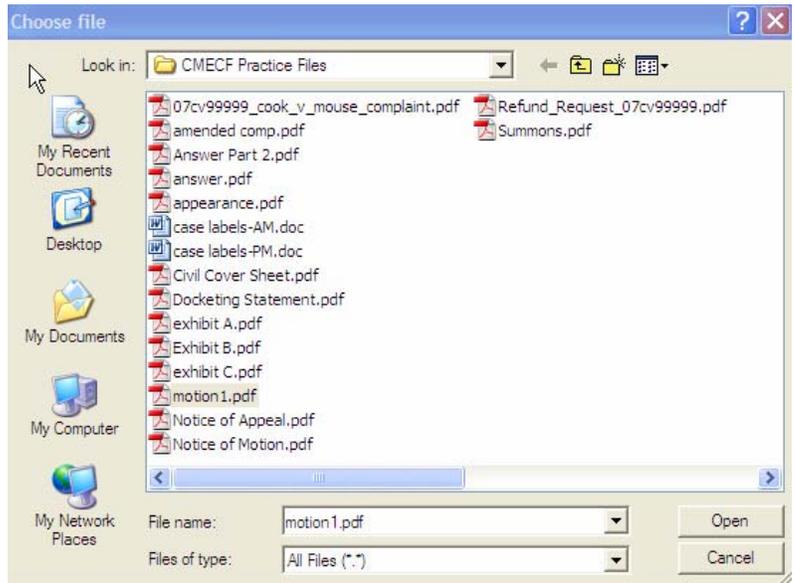
To include attachments, click the **Yes** radio button. For specific instructions on how to include an attachment, refer to that chapter of this guide.

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.



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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:

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

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