

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



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



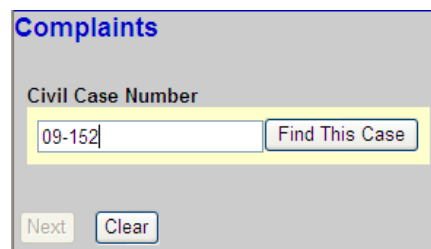
The search function works with any type of document or pleading. Enter the type of pleading and click **Search**.

4. Click **Amended Complaint**.

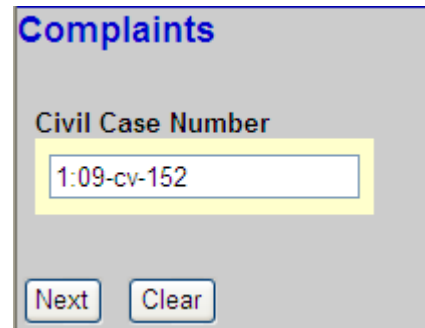


The system displays all available events for the document or pleading.

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



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



Complaints

Civil Case Number

1:09-cv-152

Next Clear

8. Verify the case title and case number.

9. Click **Next**.



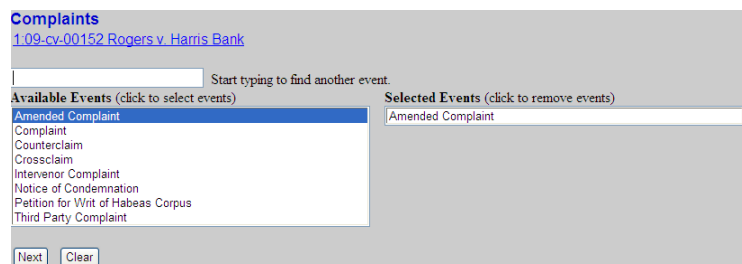
Complaints

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

Next Clear

10. Click **Amended Complaint**.

11. Click **Next**.



Complaints

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

Start typing to find another event.

Available Events (click to select events)

- Amended Complaint
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Notice of Condemnation
- Petition for Writ of Habeas Corpus
- Third Party Complaint

Selected Events (click to remove events)

- Amended Complaint

Next Clear

12. Select the filing party(s)*.

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

*To add a party to the list, click **New Filer** and go to step 16.

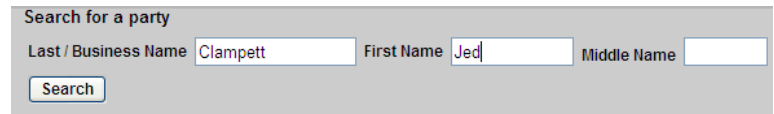
To select more than one party from the list, hold down the Ctrl key and select the names.



The screenshot shows the 'Complaints' interface for case 1:09-cv-00152 Rogers v. Harris Bank. On the left, there is a 'Pick Filer' button and a list of parties: Minnie Duck (dft), Harris Bank (dft), John Hathaway (pla), and Lulu Rogers (pla). On the right, a 'Select the filer.' window is open, showing a list of parties: Duck, Minnie (dft), Harris Bank (dft), Hathaway, John (pla), and Rogers, Lulu (pla). A red arrow points to the 'Rogers, Lulu (pla)' entry in the selection window. At the bottom of the selection window are 'Next', 'Clear', and 'New Filer' buttons.

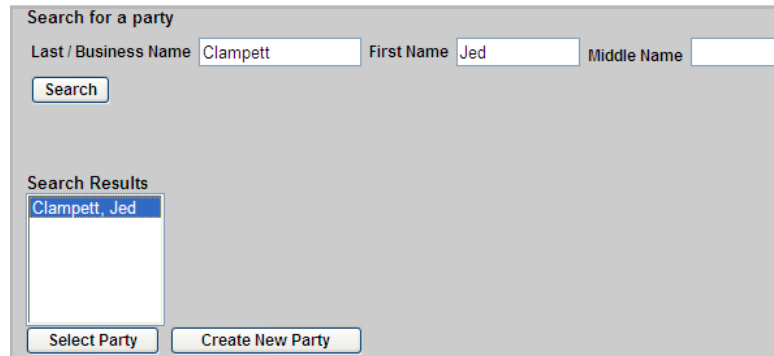
16. Enter the party last name and first name.

17. Click **Search**.



The screenshot shows the 'Search for a party' form. It has three input fields: 'Last / Business Name' with the value 'Clampett', 'First Name' with the value 'Jed', and 'Middle Name' which is empty. There is a 'Search' button below the input fields.

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



The screenshot shows the 'Search for a party' form with search results. The 'Last / Business Name' field contains 'Clampett', the 'First Name' field contains 'Jed', and the 'Middle Name' field is empty. The 'Search' button is visible. Below the search fields, there is a 'Search Results' section with a list box containing the entry 'Clampett, Jed'. At the bottom of the search results section are 'Select Party' and 'Create New Party' buttons.

19. A. Select the party role.
 B. Enter any descriptive text if desired. For example, “President of an Illinois Corporation”.

20. Click **Add Party**.

Do not add any information on the party other than the role, name and party 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.

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

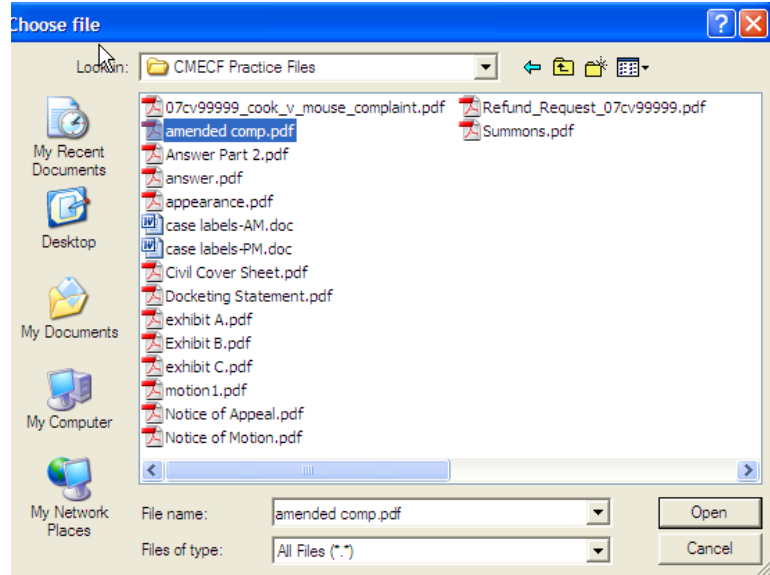
If the amended complaint is larger than 5MB it must be divided into separate files. These separate files must be filed as attachments.

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

25. Click **Open**.

To preview the file being uploaded:

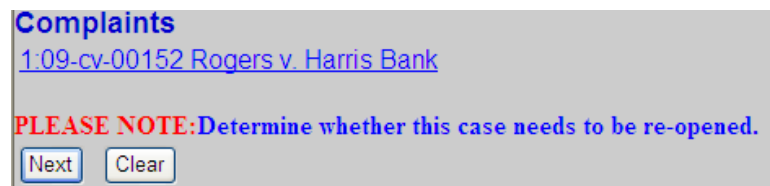
- A. Right-click on the file name.
- B. Select **Open with Acrobat**.
- C. View the document.
- D. Close the document.



26. Leave the radio button selected to **No** and click **Next**.



27. Click **Next**.



28. Select the appropriate response and click **Next**.



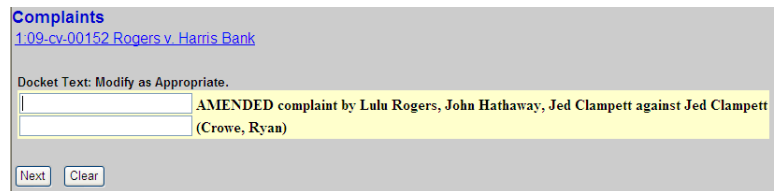
Complaints
1:09-cv-00152 Rogers v. Harris Bank

Does this Complaint include a jury demand?

Yes }
 No }

Next Clear

29. Add any desired docket text, up to 256 characters.



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

Docket Text: Modify as Appropriate.

AMENDED complaint by Lulu Rogers, John Hathaway, Jed Clampett against Jed Clampett (Crowe, Ryan)

Next Clear

30. Verify that the docket text is correct.*

31. Click **Next** and wait for the Notice of Electronic Filing to display.

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



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

Docket Text: Final Text
AMENDED complaint by Jed Clampett against Minnie Duck, Harris Bank (Crowe, Ryan)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
F:\CMECF - Attorney\CMECF Practice Files\amended comp.pdf pages: 7

Next Clear

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

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

Notice of Electronic Filing

The following transaction was entered by Crowe, Ryan on 10/29/2009 at 9:38 AM CDT and filed on 10/29/2009

Case Name: Rogers v. Harris Bank
Case Number: [1:09-cv-00152](#)
Filer: Jed Clampett
Document Number: [5](#)

Docket Text:
[AMENDED complaint by Jed Clampett against Harris Bank, Harris Bank \(Crowe, Ryan\)](#)

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

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

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

Avoid PACER charges by viewing the document **from your inbox**. If you click the document number from CM./ECF you will be required to login to PACER and will be charged standard PACER fees.

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

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.