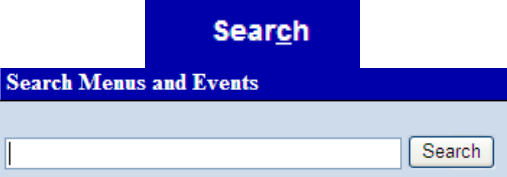



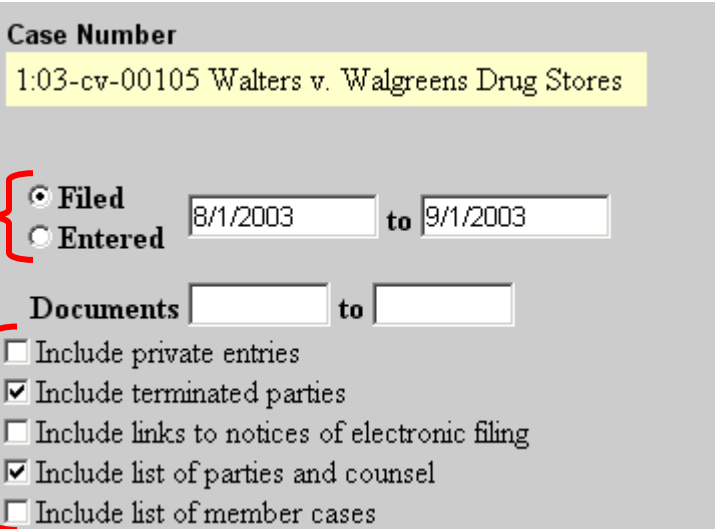


CM/ECF has many features that can help you to navigate through the various screens you need to use. Discussed below are the most common navigational features of CM/ECF.

If you click on this button...	You will...
	Be able to search by function. For example, to file a motion, type Motion in the search box.
	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.



The screenshot shows a form titled "Case Number" with the following elements:

- Case Number: 1:03-cv-00105 Walters v. Walgreens Drug Stores
- Radio buttons: "Filed" (selected) and "Entered".
- Date range: 8/1/2003 to 9/1/2003
- Documents: [] to []
- Check boxes:
 - Include private entries
 - Include terminated parties (checked)
 - Include links to notices of electronic filing
 - Include list of parties and counsel (checked)
 - Include list of member cases

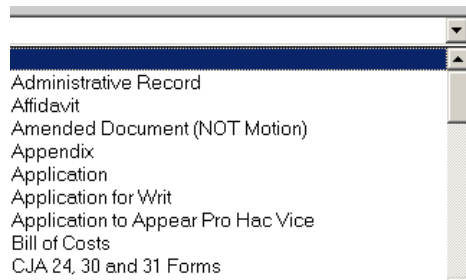
Drop down menus

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)