

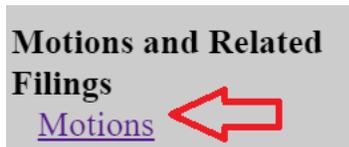
New Instructions to Attorneys – Social Security Motion

When filing your document in support of or in opposition to a Social Security Appeal please file the document using the following steps:

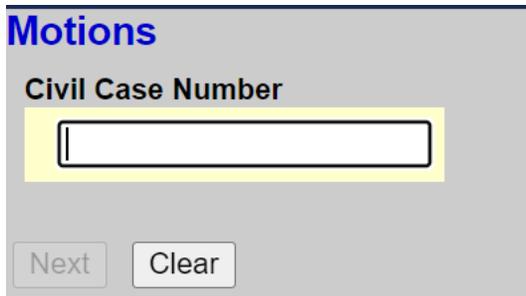
Select Civil



Under Motions and Related Filing Select “Motions”

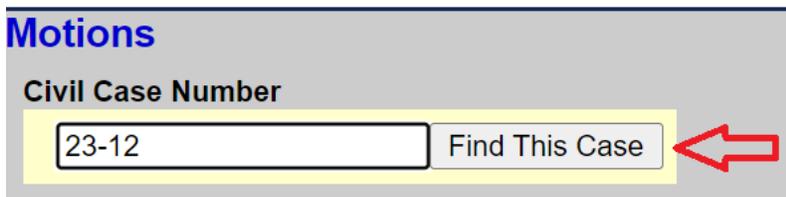


Enter the Case Number



The screenshot shows a grey box with the title "Motions" in blue. Below the title is the text "Civil Case Number" followed by an empty text input field. Below the input field are two buttons: "Next" and "Clear".

Select Find this Case



The screenshot shows the same grey box as the previous one, but now the text input field contains the case number "23-12". To the right of the input field is a button labeled "Find This Case". A red arrow points from the right towards the "Find This Case" button.

Select Next

Civil Case Number



When you see the message below - Select Next

If this motion relates to the deposit or disbursement of Interpleader funds per 28 USC 1335

Use the event

Interpleader Deposit (28 USC Section 1335)

or

Interpleader Disbursement (28 USC Section 1335)



The next screen will provide a drop-down for the available events

Scroll down to select the event “**SOCIAL SECURITY MOTION.**” Once selected, the event will appear on the right-hand side under Selected Events

Select Next

Start typing to find another event.

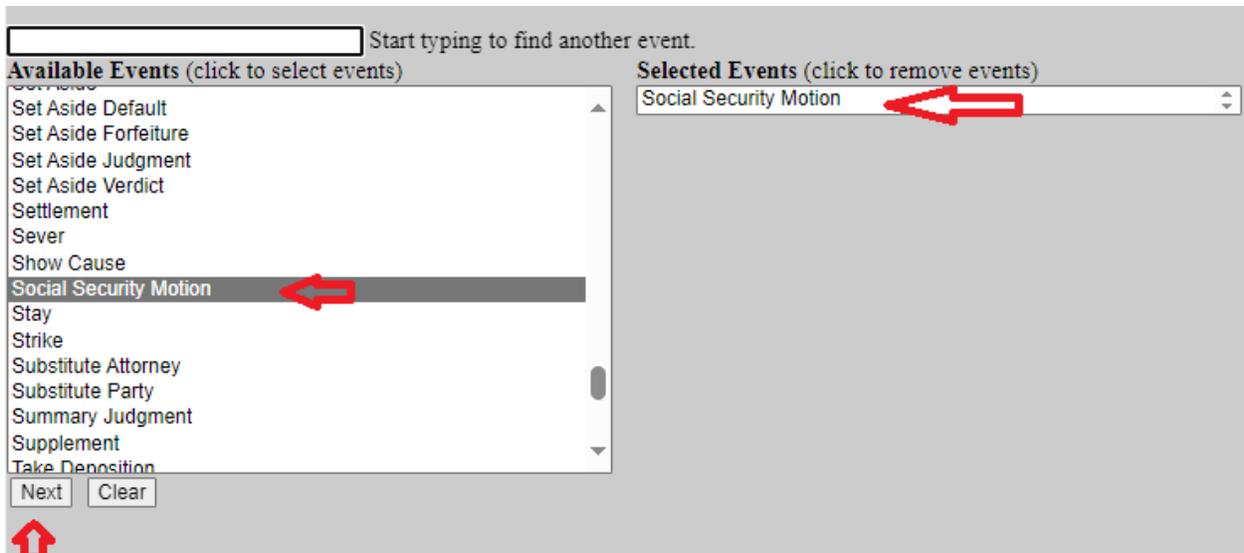
Available Events (click to select events)

- Set Aside Default
- Set Aside Forfeiture
- Set Aside Judgment
- Set Aside Verdict
- Settlement
- Sever
- Show Cause
- Social Security Motion**
- Stay
- Strike
- Substitute Attorney
- Substitute Party
- Summary Judgment
- Supplement
- Take Deposition

Next Clear

Selected Events (click to remove events)

- Social Security Motion



Select the party filing the Social Security Motion

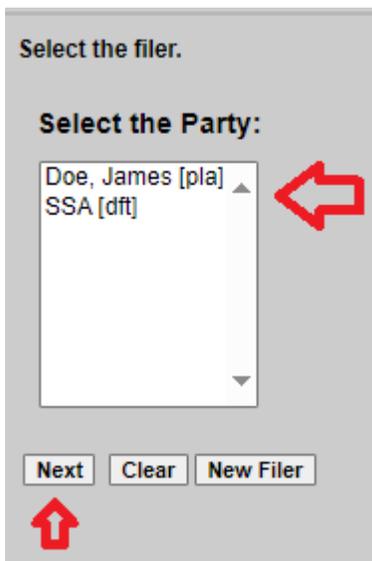
Select Next

Select the filer.

Select the Party:

- Doe, James [pla]
- SSA [dft]

Next Clear New Filer



Attach the PDF to the Main Document.

To include an attachment to the Main Document, under Attachments, select Choose File to attach the PDF. Select a category or enter a brief description of the attachment.

Select Next

Select the PDF document and any attachments.

Main Document 

Choose File TEST.pdf

Attachments 


Category


Description

1. Choose File No file chosen

Next

Clear



The next screen will show the docket text.

Select Next

SOCIAL SECURITY MOTION filed by Defendant SSA <P></P>

(Davis, Tiana)

Next Clear



On the next screen, you will see the Notice of Electronic Filing Screen.

This provides evidence that you have filed the document.

Notice of Electronic Filing

The following transaction was entered on 1/31/2024 at 10:22 AM CST and filed on 1/31/2024

Case Name: Doe v. SSA

Case Number: [1:23-cv-00012](#)

Filer: SSA

WARNING: CASE CLOSED on 03/20/2023

Document Number: [9](#)

Docket Text:

SOCIAL SECURITY MOTION filed by Defendant SSA

(Davis, Tiana)

1:23-cv-00012 Notice has been electronically mailed to:

1:23-cv-00012 Notice has been delivered by other means to:

AUSA-SSA
United States Attorney's Office
219 South Dearborn Street
Chicago, IL 60604

If you have any questions, please call the CM/ECF Helpdesk at (312) 582-8727.