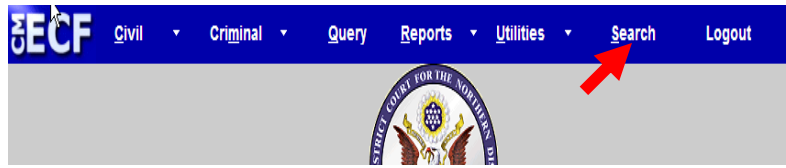


1. Click **Search** on the main menu.



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**.

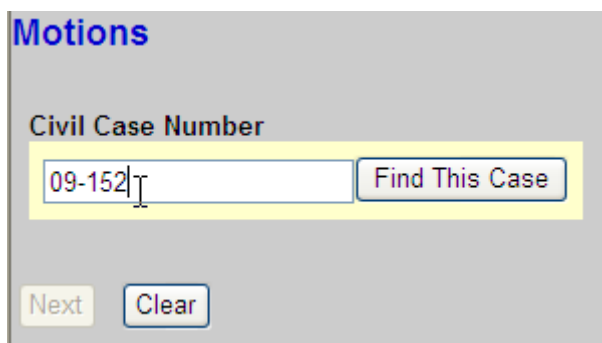
4. Click **Motions**.

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.

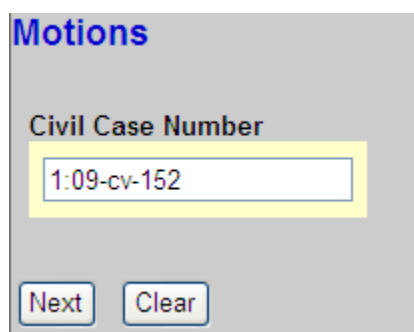
5. Enter the case number.
6. Click **Find This Case** if the **Next** button is grayed out.
7. Click **Next**.



The screenshot shows a web form titled "Motions". Under the heading "Civil Case Number", there is a text input field containing "09-152" and a "Find This Case" button to its right. Below the input field are two buttons: "Next" (which is grayed out) and "Clear".

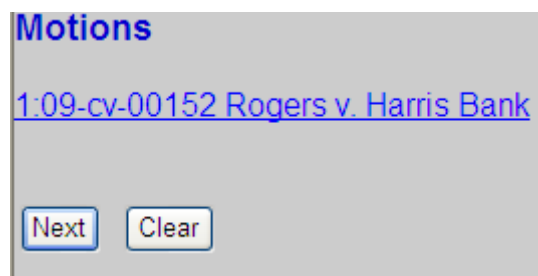
- 
7. Verify the case number and case title.
  8. If correct, click **Next**.

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



The screenshot shows the "Motions" form with the "Civil Case Number" field now containing "1:09-cv-152". The "Next" button is now highlighted, and the "Clear" button remains visible below it.

- 
9. Select the type of relief.
  10. Click **Next**.



The screenshot shows the "Motions" form with the case title "1:09-cv-00152 Rogers v. Harris Bank" displayed. Below the title are the "Next" and "Clear" buttons, with "Next" highlighted.

11. Select the type of relief and click **Next**.

**Motions**  
1:09-cv-00152 Rogers v. Harris Bank

Start typing to find another event.

**Available Events** (click to select events)

- Enforce
- Enforce IRS Summons
- Enforce Judgment
- Entry of Default
- Exparte
- Expedite
- Extension of Time to Amend
- Extension of Time to Complete Discovery
- Extension of Time to File Answer**
- Extension of Time to File Document
- Extension of Time to File Response/Reply
- File Excess Pages
- File Instantner
- Forfeiture of Property
- Hearing

**Selected Events** (click to remove events)

- Extension of Time to File Answer

Next Clear

12. Select the filing party and click next.

To select more than one party, hold down the shift key and click each desired name.

**Pick Filer**

[Collapse All](#) [Expand All](#)

1:09-cv-152

- + Minnie Duck dft
- + Harris Bank dft
- + John Hathaway pla
- + Lulu Rogers pla

**Select the filer.**

Select the Party:

- Duck, Minnie [dft]**
- Harris Bank [dft]
- Hathaway, John [pla]
- Rogers, Lulu [pla]

Next Clear New Filer

13. Click **Browse**.

Select the pdf document and any attachments.

**Main Document**

**Attachments** **Category** **Description**

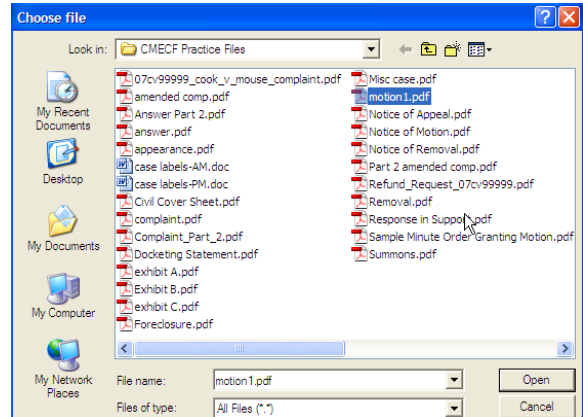
1.

Next Clear

14. Locate and select the motion to be filed and click **Open**.

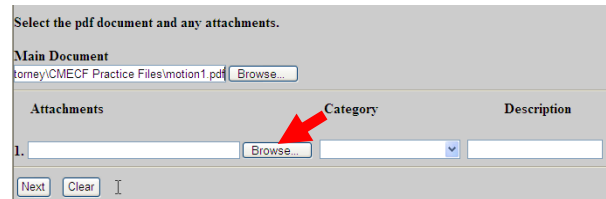
**To preview the file being uploaded:**

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



15. To add an attachment:

- A. Locate and select the attachment to be filed.
- B. Click **Open**.
- C. Select a category or type a description.
- D. Click **Next**.



**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.

16. If this screen displays, the motion relief that you selected refers back to a previously filed document.

Check the box

**Motions**  
1:09-cv-00152 Rogers v. Harris Bank

Select document to be answered.

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

Filed  to

Documents  to

17. In this example, we are filing a motion for extension of time to file an answer. Therefore check the box next to **Answer** and click **Next**.

**Motions**  
1:09-cv-00152 Rogers v. Harris Bank

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

09/29/2009 [1](#) ATTORNEY Appearance for Plaintiff Lulu Rogers by Ryan Crowe (Crowe, Ryan)

10/05/2009 [2](#) AMENDED complaint by John Hathaway against Minnie Duck (Attachments: # [1](#) Supplement Amended Complaint Part 2)(Crowe, Ryan)

0/05/2009 [3](#) ANSWER to amended complaint by Minnie Duck (Attachments: # [1](#) Supplement Answer Part 2)(Crowe, Ryan)

18. Select the filing party and click **Next**.

Pick Filer

[Collapse All](#) [Expand All](#)

1:09-cv-152

- Minnie Duck dft
- Harris Bank dft
- John Hathaway pla
- Lulu Rogers pla

Select the filer.

Select the Party: OR Select a Group:

Duck, Minnie [dft]

Harris Bank [dft]

Hathaway, John [pla]

Rogers, Lulu [pla]

No Group

All Defendants

All Plaintiffs

All Parties

19. The Attorney/Party Association screen displays the first time that you are filing on behalf of a party.

A. If you are lead attorney, check that box and click **Next**.

B. If you are **NOT** lead attorney, click **Next**.

**Motions**  
1:09-cv-00152 Rogers v. Harris Bank

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* <

Minnie Duck (pty:dft) represented by Ryan Crowe (aty)  Lead  Notice

20. Add any desired text to the docket entry, then click **Next**.

The screenshot shows a web interface for filing motions. At the top, it says "Motions" and "1:09-cv-00152 Rogers v. Harris Bank". Below that, it says "Docket Text: Modify as Appropriate." and "MOTION by Defendant Minnie Duck for extension of time to file answer regarding answer to amended complaint[3] (Crowe, Ryan)". At the bottom, there are "Next" and "Clear" buttons.

21. Verify that the docket text is correct, and the correct files have been uploaded.

The screenshot shows the same web interface as above, but with updated text. It says "Docket Text: Final Text" and "MOTION by Defendant Minnie Duck for extension of time to file answer regarding answer to amended complaint[3] (Crowe, Ryan)". Below that, there is a red warning: "Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue." Underneath, it says "Source Document Path (for confirmation only): F:\CMECF - Attorney CMECF Practice Files\motion1.pdf pages: 31". At the bottom, there are "Next" and "Clear" buttons.

22. Click **Next** and wait for the Notice of Electronic Filing (NEF) to display.

**Motions**  
[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 10/5/2009 at 11:28 AM CDT and filed on 10/5/2009

Case Name: Rogers v. Harris Bank  
 Case Number: [1:09-cv-00152](#)  
 Filer: Minnie Duck  
 Document Number: [4](#)

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:  
[MOTION by Defendant Minnie Duck](#)

1:09-cv-00152 Notice has been electronically mailed to:

Ryan Crowe    anita\_baugard@ilnd.uscourts.gov

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

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

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.

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one 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.

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- > Print out a hard copy the first time that you view the document.