

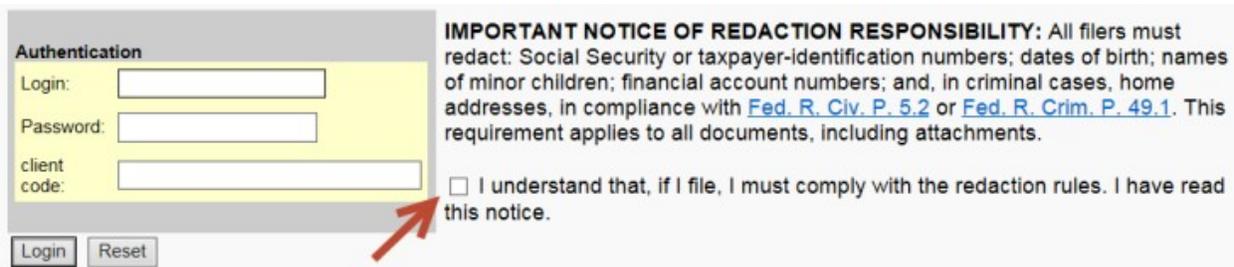
Filing a transcript

Access CM/ECF through the Northern District of Illinois website: <http://www.ilnd.uscourts.gov/>

Click on [Direct Login to Pacer and Electronic Case Filing \(CM/ECF\)](#)

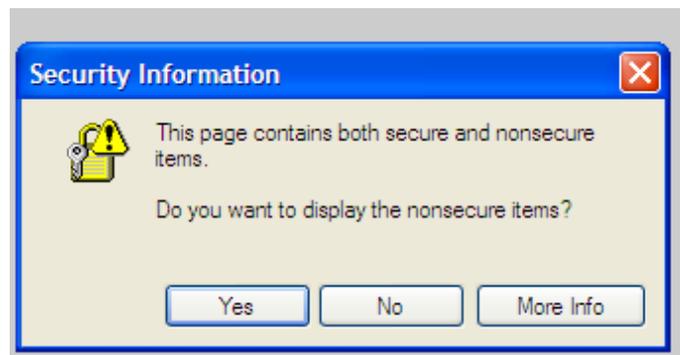
Click on [Northern District of Illinois - CM/ECF Ver 6.1 - Document Filing System](#)

Enter your Login and Password and check the redaction box



The screenshot shows a login form with three input fields: "Login:", "Password:", and "client code:". Below these fields are "Login" and "Reset" buttons. To the right of the form is a section titled "IMPORTANT NOTICE OF REDACTION RESPONSIBILITY:" which contains text about redaction rules. Below this notice is a checkbox with the text "I understand that, if I file, I must comply with the redaction rules. I have read this notice." A red arrow points to this checkbox.

If you get the following screen, select Yes



Filing the transcript

On the Main Menu Bar, click on Civil or Criminal to file your transcript.

In the Other Filings click on Other Documents → Enter the case number → Click Find This Case



If multiple case types display, civil; criminal; miscellaneous, select the case you are filing in by clicking once next to the case number. **Note: In criminal cases, there is + sign to the right of the case number which indicates there are multiple parties for the case. If applicable, select the main box that reflects et al to file the transcript for all parties or select the individual defendant names to file for one or more defendants in the criminal cases. Click Next.**

Criminal Case Number

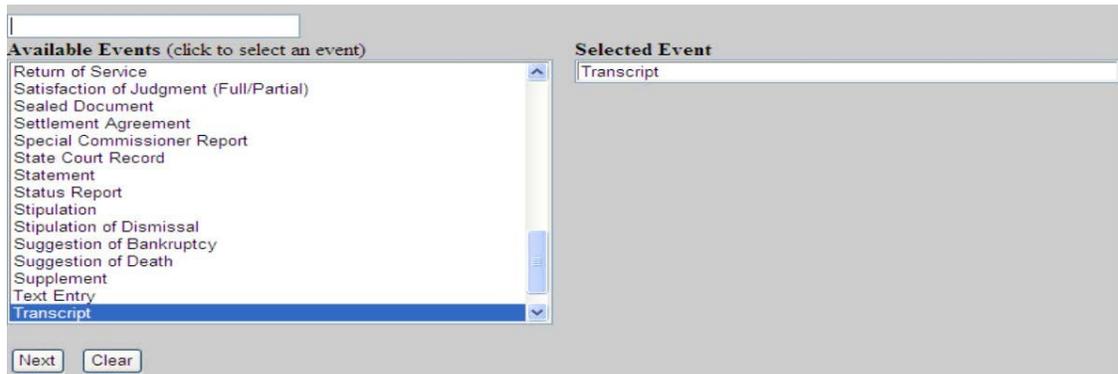
02-506

Select a case:

- 1:02-cr-00506 USA v. Warner, et al (closed)
- 1:02-cr-00506-1 Lawrence E Warner (closed)
- 1:02-cr-00506-2 Donald Udstuen (closed)
- 1:02-cr-00506-3 Alan A Drazek (closed)
- 1:02-cr-00506-4 George H Ryan, Sr. (closed)

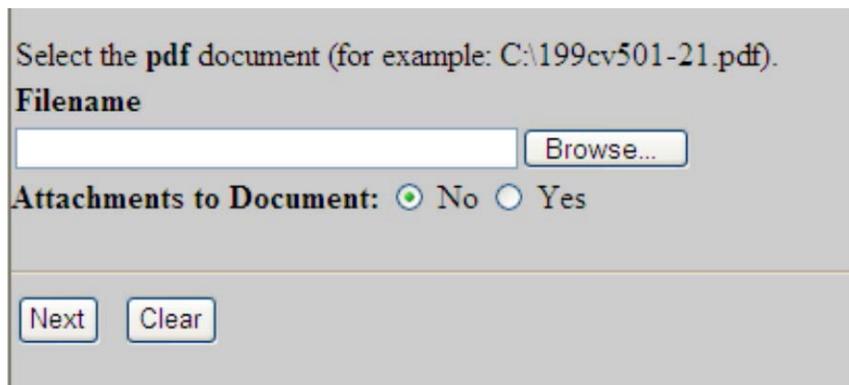
Click on Transcript - Make sure only the word "Transcript" appears in the Selected Event field as shown below.

Click Next



The screenshot shows a web form with two main sections. On the left, under the heading "Available Events (click to select an event)", there is a scrollable list of event types. The list includes: Return of Service, Satisfaction of Judgment (Full/Partial), Sealed Document, Settlement Agreement, Special Commissioner Report, State Court Record, Statement, Status Report, Stipulation, Stipulation of Dismissal, Suggestion of Bankruptcy, Suggestion of Death, Supplement, Text Entry, and Transcript. The "Transcript" option is highlighted with a blue background. On the right, under the heading "Selected Event", there is a text input field containing the word "Transcript". At the bottom of the form, there are two buttons: "Next" and "Clear".

Click Browse

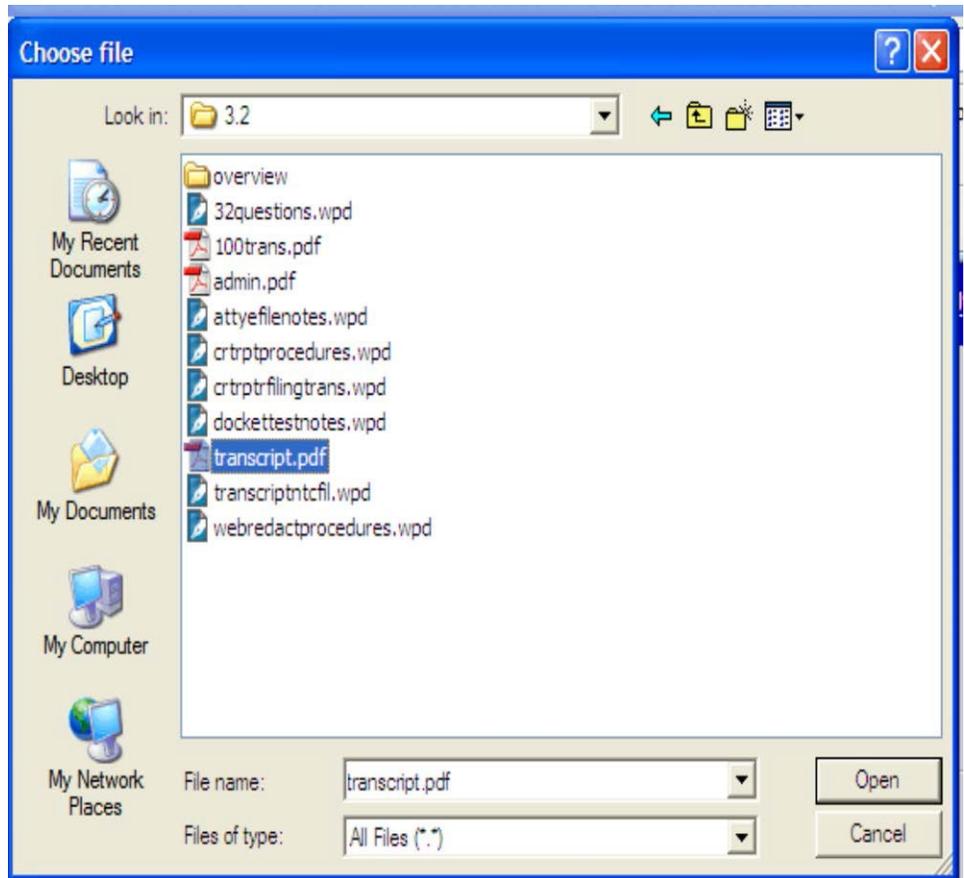


The screenshot shows a web form for selecting a PDF document. At the top, it says "Select the pdf document (for example: C:\199cv501-21.pdf)". Below this is a section labeled "Filename" with an empty text input field and a "Browse..." button to its right. Underneath the filename section is a label "Attachments to Document:" followed by two radio buttons: "No" (which is selected) and "Yes". At the bottom of the form, there are two buttons: "Next" and "Clear".

Select the pdf of the transcript from your desktop.

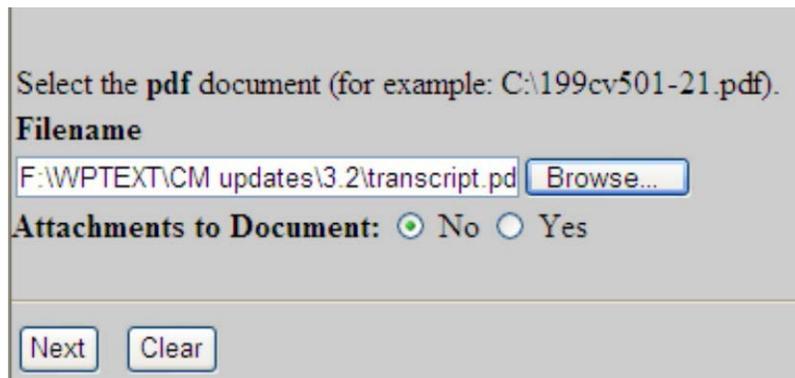
Right click on transcript to confirm that you are attaching the correct pdf

Double click on the transcript you are filing.



The file name will display in the Filename field.

Click Next



Enter the date of the proceeding - MM/DD/YY and time of hearing (Ex. **1/12/2016 at 9:30 a.m.**)

Proceeding held on

Optional :

If there is more than 1 volume for this date, enter volume number or session type:

If you are filing multiple volumes for the same date, enter the volume number “**volume 1**” or enter the session type: **a.m. session** for this transcript. If there is only one transcript for this date, you should leave this field blank.

Click on the down arrow and select the name of the hearing judge. Click Next.

Select the hearing judge from the list below.
Select the judge who entered order or held hearing.

The next screen displays the redaction deadlines. These are filled in automatically based on the date the transcript is filed. Click Next

transcript

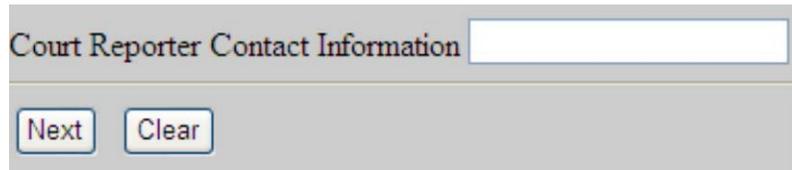
Redaction Request Deadline
Date 06/2/2008

Redacted Transcript Deadline
Date 06/10/2008

Release of Transcript Restriction Deadline
Date 08/8/2008

Court Reporter Contact Information. Enter your first and last name, phone number with the area code and your email address. **NOTE: This information will be reflected in the docket text of the entry.**

Click Next



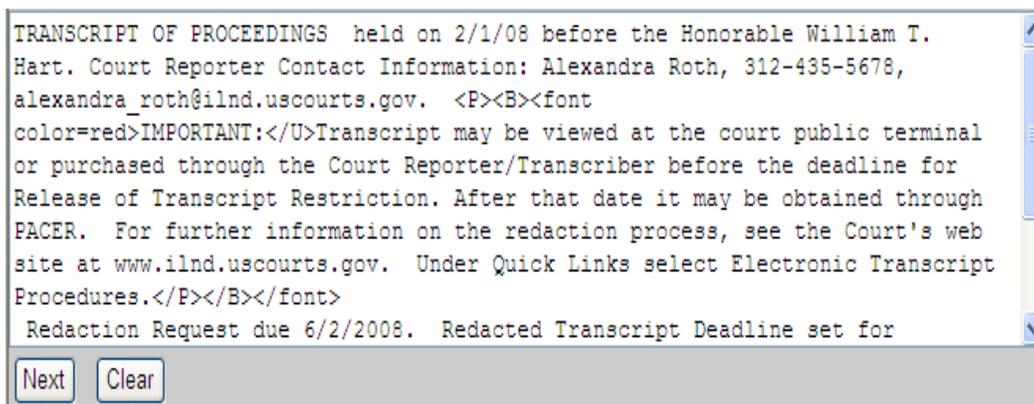
Court Reporter Contact Information

The next screen displays the text of the docket entry. **Do not edit the text.** If the date of the hearing or the judge is incorrect do not accept this entry nor edit the text of the entry. Click the back arrow button located on the top left of the screen until you return to the screen with the information that needs correcting.

Or you may exit the screen by selecting Civil or Criminal from the main menu bar at the top of your screen and start again. (**Tip:** Starting over from the beginning is usually the best option)



Click Next.



TRANSCRIPT OF PROCEEDINGS held on 2/1/08 before the Honorable William T. Hart. Court Reporter Contact Information: Alexandra Roth, 312-435-5678, alexandra_roth@ilnd.uscourts.gov. <P>IMPORTANT:</U>Transcript may be viewed at the court public terminal or purchased through the Court Reporter/Transcriber before the deadline for Release of Transcript Restriction. After that date it may be obtained through PACER. For further information on the redaction process, see the Court's web site at www.ilnd.uscourts.gov. Under Quick Links select Electronic Transcript Procedures.</P> Redaction Request due 6/2/2008. Redacted Transcript Deadline set for

This is your final screen and last opportunity to make any edits before accepting the text. Once you select next, the docket text is final.

Docket Text: Final Text

TRANSCRIPT OF PROCEEDINGS held on 2/1/08 before the Honorable William T. Hart. Court Reporter Contact Information: Alexandra Roth, 312-435-5678, alexandra_roth@ilnd.uscourts.gov.

IMPORTANT: Transcript may be viewed at the court public terminal or purchased through the Court Reporter/Transcriber before the deadline for Release of Transcript Restriction. After that date it may be obtained through PACER. For further information on the redaction process, see the Court's web site at www.ilnd.uscourts.gov. Under Quick Links select Electronic Transcript Procedures.

Redaction Request due 6/2/2008. Redacted Transcript Deadline set for 6/10/2008. Release of Transcript Restriction set for 8/8/2008. (Roth, CourtReporter)

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:\WPTEXT\CM updates\3.2\court rpters\transcript.pdf pages: 12

If the date of the hearing or the judge is incorrect do not accept this entry nor edit the text of the entry. Click the back arrow button located on the top left of the screen until you return to the screen with the information that needs correcting. Or you may exit the screen by selecting Civil or Criminal from the main menu bar at the top of your screen.

The pdf file name for the transcript filed is listed at the bottom of the screen. If the name shown is the wrong transcript filed, click the back arrow button located on the top left of the screen until you return to the screen with the information that needs correcting. Or you may exit the screen by selecting Civil or Criminal from the main menu bar at the top of your screen.

If all information is correct, Click Next.

The next screen is the Notification of Electronic Filing screen. Electronic notice will be sent to all electronic parties.

Notice of Electronic Filing

The following transaction was entered on 5/13/2008 at 11:41 AM CDT and filed on 5/13/2008

Case Name: Mouse v. Jones et al
Case Number: [1:05-cv-557](#)
Filer:
Document Number: [26](#)

Docket Text:
TRANSCRIPT OF PROCEEDINGS held on 2/1/08 before the Honorable William T. Hart. Court Reporter Contact Information: Alexandra Roth, 312-435-5678, alexandra_roth@ilnd.uscourts.gov.

IMPORTANT: Transcript may be viewed at the court public terminal or purchased through the Court Reporter/Transcriber before the deadline for Release of Transcript Restriction. After that date it may be obtained through PACER. For further information on the redaction process, see the Court's web site at www.ilnd.uscourts.gov. Under Quick Links select Electronic Transcript Procedures.

Redaction Request due 6/2/2008. Redacted Transcript Deadline set for 6/10/2008. Release of Transcript Restriction set for 8/8/2008. (Roth, CourtReporter)

1:05-cv-557 Notice has been electronically mailed to:
Lakisha Attorney3 lakisha_williams@ilnd.uscourts.gov

Granting access to view the transcript.

The Transcript Information Form is required for each transcript you enter in CM/ECF. Complete and submit the Transcript Information Form to Roberto and Travis at Roberto_Perez@ilnd.uscourts.gov and Travis_Grammer@ilnd.uscourts.gov.

Mailing of notification of filing [NEFs].

Roberto and Travis will receive the Transcript Information form and complete the following:

1. Grant access to the ordering attorney
2. Verify the pdf with regards to the correct case number, judge, and hearing date
3. Print out NEF and mail to paper filers

1/12/2016

2/2/16 td/dkf

2/16/16amb