

SECTION 4.0 - Civil Events Feature

Civil Events Feature

There are eight basic steps involved in filing a document:

1. Select the type of document to file (*see Appendix D*)
2. Enter the case number in which the document is to be filed
3. Select the parties filing the document
4. Specify the Portable Document Format (PDF) file name and location for the document to be filed
5. Add attachments, if any, to the document being filed
6. Modify docket text as necessary
7. Submit the pleading to ECF
8. Receive notification of electronic filing

4.0 Filing a Civil Case

Attorneys must file civil cases electronically. Refer to the court's website, <http://www.ilsd.uscourts.gov>, for filing resources found under the Electronic Case Filing > Training Resources categories.

Internet credit card payments will be made online through Pay.gov during the filing of the complaint/notice of removal.

The clerk's office will be electronically notified when the case is filed and will review for errors or omissions. Following review, the district and magistrate judges will be randomly assigned, as appropriate.

Pro se litigants may file in person or by U.S. Mail and should provide the clerk's office with:

- (a) Copy of the complaint/notice of removal;
- (b) Civil Cover Sheet (JS-44) and
- (c) Filing fee payment in the form of a check, credit card, money order, or cash. Please refer to the court's website for the current filing fee schedule.

A party may not electronically serve a complaint but must effect service according to Federal Rule of Civil Procedure 4. Refer to the court's website, <http://www.ilsd.uscourts.gov>, for filing resources found under the Electronic Case Filing > Training Resources categories.

Note: See page 4.8 for detailed instructions on filing an ENTRY OF APPEARANCE.

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Filing a Motion

1. Select the type of document to file

Select **Civil** from the blue bar at the top of the Main Menu
Click **Motions**

This section describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.

Select the type of motion

Use the scroll bar or the arrow keys to find the type of motion to be filed, then click the item to select. For multiple part motions, select each applicable event.

Type the first letter of the motion type to jump to that letter within the motion list (*i.e.*, type "E" to jump to first motion beginning with "E").

2. Enter the case number

If the number is entered incorrectly, click to re-enter

OR

If the system indicates an invalid case number, click [**Back**] to re-enter.

When the case number is correct, click

3. Select the name of the party for whom the motion is being filed

Click the down arrow to the right of the box to scroll through the list

OR

if the name does not appear on this list Click **New Filer**

The name of the party may exist in the database even though it is not linked to the case.

When searching, type a minimum of the first two letters of the business name or individual's last name.

Click **Search**

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A list of party names in alphabetical range is displayed. If the name of the party appears, select it and click **"Select Party."**

OR

If the party name is not on the list or the search returns **"Search returned no results,"** click . See *Instructions for Searching and Adding Parties*.

If you select a party name already in the database, review the party information and be sure to select the party's role in this filing. Click the box to the right of role and select the correct role, *i.e.*, plaintiff, defendant, etc.

If no role is selected, the default role of defendant will be entered automatically.

Enter the information requested (Be sure to select the proper party role)

Click Add Party

Note: Party text is additional information about the party as it is listed on the pleading (*e.g.*, in his or her official capacity). Party text will only appear on the docket sheet next to the parties' names.

It may be necessary to complete the attorney/case association. Leave checkbox selected, as defaulted.

4. Specify the PDF file name and location for the document to be filed

The next screen prompts for the selection of a PDF file name of the document being filed.

The document must be in PDF with a .pdf suffix. If not, the document will be rejected by ECF.

Enter the full path name of the document to be filed in the space provided

OR

Click to navigate to the appropriate directory and file, then select the document

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Select the file to upload to ECF

Note: To verify the document being filed is the correct document, right click the file name to display the quick menu and left click to open the file. The .pdf document **MUST** be viewed to verify it is the correct document.

Review document

Once verified for correctness, click **[Open]**. The **File Upload** screen closes, and the document is posted to the PDF file name on the **Motions** screen.

If there are **no attachments/exhibits** to the motion

Click Next

Proceed to Step 6

5. **Adding attachments/exhibits to documents** (See Also Electronic Filing Rule 5)

Add all necessary attachments and select the appropriate **Category**

OR

Click in the **Description** box and type the description

Enter the full path name of the document to be filed in the space provided

OR

Click to navigate to the appropriate directory and file, then select the document

If there are additional attachments, repeat this sequence for each

When all documents are attached, click

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Documents/attachments/exhibits in excess of 5.0 Mb

(See Also Electronic Filing Rule 5)

All documents must be electronically filed. If the document exceeds 5.0 Mb (5,120 Kb), then it must be divided into segments with the first segment as the main document. All subsequent segments will be attachments to the main document. Each segment should not exceed 5.0 Mb. This rule does not alter Local Rule 7.1(d) which limits the length of briefs to 20 pages absent a court order.

Note: Filers must not attach any pleading or other paper already on file with the court. Merely refer to that document number.

Linking Document (Refer to Existing Events)

Some documents such as affidavits and supplements should be “linked” to their related events in the case.

An “event” is anything that has been filed in the case. To “link” the document currently being filed to a previously filed document

Check the box in front of “**Should the document you are filing link to another document in this case?**” (The date filed or the document number may also be entered)

Click

Click the checkbox for the document to be linked

Click

6. Modify docket text

Click the open text area to type additional text for the description

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7. Submit the pleading to ECF

Click and a final screen appears with the complete text for the docket entry

Review the docket text and correct any errors [If modification is needed on a previous screen, click **[Back]** on the browser toolbar]

Click to file the pleading

Note:

“Pressing the **[Next]** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.”

At any time prior to this step, you can abort the ECF filing or return to previous screens by:

Clicking any hyperlink on the **Blue** ECF menu bar to abort the current transaction. ECF will reset to the beginning of the process selected.

OR

Clicking the Web Browser **[Back]** button to the desired screen.

8. Notice of Electronic Filing (NEF)

ECF opens a new window displaying the official filing receipt

This screen provides confirmation that Electronic Case Filing (ECF) has registered your transaction, and the pleading is now an official court document. It also displays the date and time of your transaction, as well as the number assigned to the document. Please note the number of the document.

Select **[Print]** on the browser toolbar to print the document receipt

OR

Select **[File]** on the browser menu bar, and choose **Save As...** from the drop-down window to save the receipt to a file on the Notice of Electronic Filing (NEF) file on the hard drive of your computer.

Note: The **Notice of Electronic Filing** constitutes the file stamp. The court strongly urges you to save the NEF and documents to your hard drive for future reference.

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E-Mail Notification of Documents Filed

(See Also Electronic Filing Rule 9)

ECF will electronically transmit the Notice of Electronic Filing to the filer and other attorneys and parties in the case who have supplied their e-mail address to the court. The ECF filing report also displays the names and addresses of individuals who will ***not*** be electronically notified of the filing. It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing on attorneys and parties who are not registered for electronic notification.

Individuals who receive Notice of Electronic Filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document to verify that the pleading was properly docketed. The court strongly urges you to save the Notice of Electronic Filing and documents to your hard drive for future reference. Subsequent retrieval of the case docket sheet and pleadings from ECF must be made through your PACER account and is subject to regular PACER fees.

<p>Note: It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.</p>

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Filing A Notice of Appearance (Entry of Appearance)

1. Select the type of document to file

Select **Civil** from the blue bar at the top of the Main Menu
Click **Notices**
2. Select the type of Notice

Select Notice of Appearance
3. Enter the case number
4. Browse for the document
5. Select the name of the party for whom the entry is being filed
6. Leave checkbox selected, as defaulted, to associate the attorney filer with the party.