

APPENDIX A

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS**

ELECTRONIC FILING REGISTRATION FORM

Complete this form to request an Electronic Case Filing (ECF) account from the United States District Court for the Southern District of Illinois. You may submit the form online at the court's website, www.ilsd.uscourts.gov or deliver the completed form to the clerk's office (by mail or in person). **If you are submitting General Admission paperwork to the clerk's office, print and submit this registration form with the paperwork. Do not submit this registration form electronically.** After verification, your user id and password will be electronically mailed to the email address listed on the registration form. Contact the ECF Help Desk at (866) 867-3169 (East St. Louis) or (866) 222-2104 (Benton) if you have questions concerning registration or the electronic filing process.

Please Print or Type

Full Name: _____

Bar ID Number: _____ State Issued: _____
Indicate all states in which you are admitted to practice.

Affiliation/Firm Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: () _____ Fax Number: () _____

Primary Email Address: _____

Secondary Email Address: _____

I already have an ECF login that I use at another court, which is _____. Please assign same login.

Are you already or have you recently applied to be generally admitted to practice in this court? Yes No

If not generally admitted, will you be applying for pro hac vice admission in this district court? Yes No

If so, in what case _____.

Are you submitting a new case? Yes No

Are you entering your appearance on behalf of a government agency? Yes No

Are you entering your appearance on behalf of a party to an MDL case? Yes No

By submitting this registration form, I agree to abide by all court rules, orders, policies, and procedures governing the use of the electronic filing system. I also consent to receive notices of filing pursuant to Federal Rules of Civil Procedure 5(b) and 77(d) via the court's electronic filing system. I understand that the combination of user id and password will serve as my signature. I agree to protect the security of my password and immediately notify the court if I learn that my password has been compromised.

Signature of Attorney: _____ Date: _____

Submit completed Registration Form to the clerk's office (by mail or in person) to:
United States District Court
Southern District of Illinois
Attn: ECF Registration
P. O. Box 249 or 301 W. Main Street
East St. Louis, IL 62201 Benton, IL 62812

Court Use Only
User Code Assigned: _____
Password Assigned: _____
Issuer: _____

APPENDIX B

UNITED STATES DISTRICT COURT

for the

Southern District of Illinois

Plaintiff(s))
))
 v.) Case Number:
))
Defendant(s))

CERTIFICATE OF SERVICE

I hereby certify that on [date], I electronically filed [document] with the Clerk of Court using the CM/ECF system which will send notification of such filing(s) to the following:

[names of individuals which will receive NEF],

and I hereby certify that on [date], I mailed by United States Postal Service, the document(s) to the following non-registered participants:

[names of non-registered participants].

Respectfully submitted,
s/[Name of Password Registrant]
Name of Password Registrant
Address
City, State, Zip Code
Phone: (____) ____ - _____
Fax:(____) ____ - _____
E-mail: _____@_____
[attorney bar number, if applicable]

APPENDIX C

UNITED STATES DISTRICT COURT

for the

Southern District of Illinois

Plaintiff(s))
v.) Case Number:
Defendant(s)) Judge:

NOTICE OF MANUAL FILING

Please take notice that _____ has manually filed the following document or item: _____

- This document has not been filed electronically because:
- The document or item cannot be converted to an electronic format.
- _____ is excused from filing this document or item by court order.
- Other:

The document or item has been manually served on all parties.

Name

Firm

Address

City, State, Zip

Phone

E-mail

APPENDIX D

ECF Civil Events for Attorneys and Pro Se Users

Open a Case

Civil Case (Attorney)

Initial Pleadings and Service

Complaints and Other Initiating Documents

Amended Complaint
Application for Stay of Execution
Application for Writ of Continuing Garnishment
Application for Writ of Garnishment
Bankruptcy Appeal
Case Transferred In - District Transfer-COURT USE ONLY
Case Transferred In - Divisional Transfer
Transferred Out - Divisional Transfer
Complaint
Counterclaim
Crossclaim
Intervenor Complaint
Motion to Vacate/Set Aside/Correct Sentence (2255)
Notice of Removal
Notice to Take Foreign Deposition
Petition for Writ of Habeas Corpus
Petition for Writ of Mandamus
Petition to Enforce IRS Summons
Petition to Perpetuate Testimony
Registration of Foreign Judgment
Third Party Complaint

Service of Process

Request for Waiver of Service
Return of Service Executed
Return of Service Unexecuted
Return of Service on Habeas Corpus
Service by Publication
Summons Requested
Summons Returned Executed
Summons Returned Executed as to USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Unexecuted
Writ of Habeas Corpus ad Prosequendum Executed
Writ of Habeas Corpus ad Prosequendum Unexecuted
Writ of Habeas Corpus ad Testificandum Executed
Writ of Habeas Corpus ad Testificandum Unexecuted

ECF Civil Events Continued

Answers to Complaints

Other Answers

- Affirmative Defenses
- Amended Answer to Complaint
- Answer to Affirmative Defenses
- Answer to Writ of Garnishment
- Claim
- Objection to Report and Recommendations
- Response to Objection to Report and Recommendations
- Traverse

Motions and Related Filings

Motions

Adopt	Disbursement of Funds
Alter Judgment	Discharge
Amend/Correct	Disclosure
Appeal In Forma Pauperis	Discovery
Appoint Counsel	Dismiss
Appoint Expert	Dismiss Case as Frivolous
Appoint Guardian/Attorney ad Litem	Dismiss for Failure to State a Claim
Appoint Receiver	Dismiss/Lack of Jurisdiction
Approve Consent Judgment	Dismiss/Lack of Prosecution
Attorney Fees	Disqualify Counsel
Bar	Disqualify Judge
Bifurcate	Disqualify Juror
Bill of Costs	Effect Levy
Bond	Enforce
Certificate of Appealability	Enforce IRS Summons
Certify	Enforce Judgment
Certify Class	Ex Parte Motion
Change Venue	Exclude
Clarify	Extension of Time
Compel	Extension of Time re Transcript
Consolidate Cases	Extension of Time to Amend
Contempt	Extension of Time to Complete Discovery
Continue	Extension of Time to File Answer
Copy	Extension of Time to File Document
Declaration of Mistrial	Extension of Time to File Response/Reply
Declaratory Judgment	File Excess Pages
Default	For Order
Default Judgment	Forfeiture of Property
Deposit Funds	Hearing
Directed Verdict	In Limine

ECF Civil Events Continued

Motions (Continued)

Intervene	Service by Publication
Issuance	Set Aside
Issuance of Warrant in rem	Set Aside Default
Joinder	Set Aside Forfeiture
Judgment Based on ADR Settlement	Set Aside Judgment
Judgment Debtor Exam	Set Aside Verdict
Judgment NOV	Settlement
Judgment as a Matter of Law	Sever
Judgment of Forfeiture	Show Cause
Judgment on the Pleadings	Stay
Judgment under Rule 54(b)	Strike
Leave to Appeal	Substitute Attorney
Leave to File Document	Substitute Party
Letters Rogatory	Summary Judgment
Lift Stay	Supplement
Miscellaneous Relief	Suppress
More Definite Statement	Take Deposition
New Trial	Taxation of Costs
Order of Sale	Temporary Restraining Order
Out of Pocket Expenses	Transfer Case
Partial Summary Judgment	Unseal Case
Permanent Injunction	Unseal Document
Preliminary Injunction	Vacate
Pro Hac Vice	Waive
Proceed In Forma Pauperis	Withdraw
Produce	Withdraw Reference
Protective Order	Withdraw as Attorney
Quash	Writ
Reassign Case	Writ of Garnishment
Reconsideration	Writ of Habeas Corpus ad prosequendum
Recruitment of Counsel	Writ of Habeas Corpus ad testificandum
Recusal	Writ of Mandamus
Redact Transcript	
Refund of Fees Paid Electronically	
Reinstate	
Release of Bond Obligation	
Release of Exhibits	
Release of Funds	
Remand	
Remand to Agency	
Remand to Bankruptcy Court	
Remand to State Court	
Reopen Case	
Return of Property	
Review	
Sanctions	
Seal	
Seal Case	
Seal Document	
Sealed Motion	

ECF Civil Events Continued

Memoranda in Support, Responses and Replies

- Memorandum in Opposition to Motion
- Memorandum in Support of 2255
- Memorandum in Support of Motion
- Reply to Response to Motion
- Response
- Response in Opposition to Motion
- Response to Motion
- Sealed Memorandum in Support
- Sealed Reply to Response to Motion
- Sealed Response
- Sealed Response to Motion

Other Filings

Discovery Documents

- Disclosure of Interested Parties
- Garnishees Answers to Interrogatories
- Request for Admissions
- Response/Answer to Request for Admissions

Notices

- Notice (Other)
- Notice of Acceptance with Offer of Judgment
- Notice of Appearance
- Notice of Application for Writ
- Notice of Change of Address
- Notice of Foreclosure
- Notice of Intent to Request Redaction
- Notice of Lis Pendens
- Notice of Settlement
- Notice of Statement of Compliance
- Notice of Voluntary Dismissal
- Suggestion of Bankruptcy
- Suggestion of Death

Trial Documents

- Exhibit List
- Expert Witness Designation
- Rule 26(a)(3) Disclosures, Designations, and Objections
- Trial Brief

ECF Civil Events Continued

Appeal Documents

Appeal of Magistrate Judge Decision to District Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Designation of Record on Appeal
Designation of Record on Bankruptcy Appeal
Docketing Statement
Letter USCA-7
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal
Receipt for Record on Appeal
Request to Check Out Record on Appeal
Transcript Info Sheet by Attorney/Pro Se Party

Other Documents

Abstract of Judgment
Acknowledge of Receipt of Exhibits
Affidavit
Amended Document (NOT Motion)
Application for Writ
Bill of Costs
Consent to Removal
Consent/Non-Consent to US Magistrate Judge
Corporate Disclosure Statement
Ex Parte Document
Exhibit
Financial Affidavit - CJA 23
Joinder
Jurisdictional Memorandum
Jury Demand
Objection
Objections to Answer to Writ
Pretrial Memorandum
Proposed Findings of Fact and Conclusions of Law
Receipt for Release of Exhibits
Redaction Request – Transcript
Reference List – (Sealed)
Release of Lien
Report of Sale
Response to Order to Show Cause
Satisfaction of Judgment
Sealed Document
Status Report
Stipulation
Stipulation for Release of Exhibits
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplement
Synopsis of the Complaint
Transcript - Errata

ECF Civil Events Continued

Social Security Events

Social Security Documents

Social Security Brief by Defendant

Social Security Brief by Plaintiff

Social Security Reply Brief by Plaintiff

Social Security Transcript of Administrative Record

Good Standing

Certificate of Good Standing

ECF Criminal Events for Attorneys

Charging Instruments and Pleas

Plea-Related Documents

Plea Agreement
Plea Agreement-SEALED
Stipulations of Facts

Motions and Related Filings

Motions

Alter Judgment	Extension of Time to File Response/Reply
Amend/Correct	Extension of Time to Indict
Appeal In Forma Pauperis	File Amicus Brief
Appear	Forfeiture of Property
Application	Handwriting Exemplars
Application and Affidavit for Search Warrant	Hearing
Appoint Counsel	In Limine
Appoint Expert	Inspect
Attorney Fees	Issuance of Warrant in rem
Bar	Joinder
Bifurcate	Judgment NOV
Bill of Particulars	Judgment of Acquittal
Bond	Leave to Appeal
Brady Materials	Leave to File Document
Certificate of Appealability	Medical Exam
Change Venue	Medical Treatment
Compel	Miscellaneous Relief
Contact Visit	Modify Conditions of Release
Continue	New Trial
Copy	Order of Competency to Stand Trial
Declaration of Mistrial	Permit Marriage
Deferral of Prosecution	Pro Hac Vice
Delay Search Warrant	Produce
Detain	Protective Order
Directed Verdict	Psychiatric Exam
Disclosure	Psychiatric Treatment
Discovery	Quash
Dismiss	Quash Indictment/Information
Disqualify Counsel	Reconsideration
Disqualify Judge	Recusal
Disqualify Juror	Redact Transcript
Early Termination of Probation	Reduce Sentence - Not Sealed
Enforce IRS Summons	Reduce Sentence – USSC Amendment 2014
Ex Parte Motion	Reduce Sentence re Crack Cocaine Offense –18:3582
Exclude	Reduce Sentence re Crack Cocaine Offense - 18:3582-2011
Expedite	Refund of Fees Paid Electronically
Extension of Time	Reinstate
Extension of Time re Transcript	
Extension of Time to File Document	

ECF Criminal Events Continued

Motions (Continued)

Release Bond Obligation	Strike
Release from Custody	Subpoena
Release of Exhibits	Substitute Attorney
Release of Funds	Supplement
Remand	Suppress
Remand to State Court	Surrender
Remission of Assessment	Temporary Custody Transfer - Not Sealed
Return of Property/Post Trial	Travel
Return of Property/Pre Trial	Unseal Case
Revocation of Probation	Unseal Document
Revocation of Supervised Release	Vacate
Revoke - Not Sealed	Victim Rights
Sanctions	Warrant
Seal	Warrant for Arrest of Property
Seal Case	Withdraw Document
Seal Document	Withdraw Plea of Guilty
Sealed Motion	Withdraw Plea of Nolo Contendere
Sentencing Departure - Not Sealed	Withdraw as Attorney
Separate Trial on Counts	Writ
Service by Publication	Writ of Habeas Corpus ad prosequendum
Set Aside Forfeiture	Writ of Habeas Corpus ad testificandum
Set Aside Judgment	
Set Aside Sentence	
Set Aside Verdict	
Sever Defendant	
Show Cause	
Speedy Trial	

Memoranda in Support, Responses and Replies

- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Reply to Response
- Response
- Response in Opposition
- Response to Motion
- Sealed Memorandum in Support
- Sealed Reply to Response
- Sealed Response
- Sealed Response to Motion

ECF Criminal Events Continued

Other Filings

Discovery Documents

- Garnishees Answers to Interrogatories
- Notice of Insanity Defense
- Notice of Insanity Witness
- Withdrawal of Insanity Defense
- Withdrawal of Insanity Witness

Waivers

- Waiver
- Waiver of Counsel
- Waiver of Detention Hearing
- Waiver of Preliminary Hearing
- Waiver of Presence at Arraignment
- Waiver of Presentence Investigation Report
- Waiver of Rule 5(c)(3) Hearings
- Waiver of Speedy Trial
- Waiver of Trial by Jury

Service of Process

- Application for Writ of Continuing Garnishment
- Application for Writ of Habeas Corpus ad Prosequendum
- Application for Writ of Habeas Corpus ad Testificandum
- Judgment Returned Executed
- Return of Service Executed
- Return of Service Unexecuted
- Summons Returned Executed
- Warrant Returned Executed
- Warrant Returned Unexecuted
- Writ of Habeas Corpus ad Prosequendum Executed
- Writ of Habeas Corpus ad Prosequendum Unexecuted
- Writ of Habeas Corpus ad Testificandum Executed
- Writ of Habeas Corpus ad Testificandum Unexecuted

Notices

- Notice (Other)
- Notice of Attorney Appearance - Defendant
- Notice of Attorney Appearance - USA
- Notice of Intent to Request Redaction
- Notice of Lien
- Notice of Lis Pendens
- Notice/Acknowledgment of PSI
- Notice/Consent Re Plea of Guilty
- Notification of Criminal Monetary
- Release of Lien

ECF Criminal Events Continued

Trial Documents

- Exhibit List
- Trial Brief
- Witness List

Appeal Documents

- Appeal of Magistrate Judge Decision to District Court - Criminal Case
- Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case
- Designation of Record on Appeal
- Docketing Statement
- Letter USCA-7
- Notice of Appeal - Conditions of Release
- Notice of Appeal - Final Judgment
- Notice of Appeal - Interlocutory
- Receipt for Record on Appeal
- Request to Check Out Record on Appeal
- Transcript Info Sheet by Attorney/Pro Se Party

Other Documents

- Abstract of Judgment
- Acknowledgment of Receipt of Exhibits
- Affidavit
- Affidavit - Rule 40
- Amendment
- Application for Writ
- Brief
- Elements of Offense
- Ex Parte Document
- Exhibit
- Financial Affidavit - CJA23
- Information to Establish Prior Conviction
- Medical Report
- Objection
- Objection to Conditions of Supervision
- Objection to Presentence Investigation Report
- Pretrial Memorandum
- Psychiatric Report
- Receipt for Release of Exhibits
- Redaction Request Transcript
- Reference List – (Sealed)
- Response to Objection to Presentence Investigation Report
- Response to Order to Show Cause
- Sealed Document
- Sentencing Memorandum – NOT SEALED
- Sentencing Memorandum - SEALED
- Status Report
- Stipulation
- Submission of Relevant Offense
Conduct
Supplement
Transcript - Errata
Version of Offense

APPENDIX E

Removing Metadata and Hidden Information From Your Document

It is a good idea to review your documents for hidden data or personal information that might be stored in the document itself or in the document properties (metadata). This document will show you how to remove hidden data and personal information from documents created with Word 2010 and Adobe Acrobat X.

Microsoft Word 2010

1. Always save your document before using *Document Inspector*.
2. Click *File > Info*
3. Under *Prepare for Sharing* click *Check for Issues*.
4. Click *Inspect Document*.
5. The *Document Inspector* dialog box appears. Select the check boxes to choose the types of hidden content you want to be inspected.
6. Click *Inspect*.
7. Review the results and click *Remove All* for the types you want to remove.
8. Close and save your document.

Adobe Acrobat X

Adobe Acrobat X provides two choices: *Remove Hidden Information* and *Sanitize Document*. When you use *Remove Hidden Information*, you have the option to select items you want to remove. *Sanitize Document* does not provide a selection; it removes all hidden information and metadata automatically.

Option 1: *Remove Hidden Information*

1. Consider saving a "before" copy of the document as removal can produce unexpected results.
2. Select the *Tools* pane.
3. Click on the *Protection* group.
4. Scroll down to the *Hidden Information* group.
5. Select *Remove Hidden Data*. A panel will open on the left side and begin the analysis of the document.
6. It may be necessary to click on *Expand All* to review the results.
7. The checkbox allows for the selection of what you wish to remove.
8. Click *Remove* to delete the selected items.
9. Changes are not permanent until the document is saved.

Option 2: *Sanitize Document*

1. Follow steps 1-4 above.
2. Select *Sanitize Document*.
3. The Sanitize dialog box appears. Click *OK*.
4. The Save Sanitized Document box displays. Select the path and location to save the sanitizedA document.