



CM/ECF USER'S MANUAL

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Getting Started/Requirements/Preparation

1.1 Introduction

This manual provides instructions on how to use the Electronic Case Filing (ECF) system to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of Internet browsers and Portable Document Format (PDF) software.

1.2 ECF Capabilities

The ECF system allows registered participants with Internet accounts and web browser software to perform the following functions:

- Access the court's web page
- View or download the most recent version of the User's Manual, Electronic Filing Rules, and Local Rules
- Self-train on a web-based ECF tutorial
- Practice entering pleadings into ECF using a training database that is similar to the official "live" ECF database
- Electronically file pleadings and documents in the actual "live" cases
- View official docket sheets and documents associated with cases
- View reports for cases that were filed electronically

1.3 Hardware and Software Specifications

The minimum hardware and software specifications to electronically file, view, and retrieve case documents are as follows:

- A personal computer with a Windows or Macintosh operating system with minimum memory of 256 Mb
- An Internet service provider with a transfer rate of 28.8 kb or preferably higher

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Access to electronic mail. It is the addressee's responsibility to configure his/her electronic mail account to accept delivery of court mail from [ilsd nef@ilsd.uscourts.gov](mailto:ilsd_nef@ilsd.uscourts.gov).

An Internet browser. Please refer to our website at http://www.ilsd.uscourts.gov/cm_ecf.html for supported browser versions

Software, such as Adobe Acrobat or other PDF conversion software, to convert documents from word processing format to PDF

A scanner to convert documents that are not in your word processing system to PDF

Note: This would be used for documents that cannot be produced electronically, such as photographs, insurance policies, and depositions excerpts. (See A/so *Electronic Filing Rule 5*)

1.4 PACER Registration

(See A/so Electronic Filing Rule 11)

ECF users must have a PACER account to view documents and utilize the Query and Report features of the ECF system. If you do not have a PACER login, contact the PACER Service Center at 1-800-676-6856 or 1-210-013-6440 to establish an account. You may also register for PACER online at www.pacer.psc.uscourts.gov.

1.5 ECF Registration

(See A/so Electronic Filing Rules 1 and 2)

Participants must register with the court to receive a login and password for the ECF system. Registration forms can be obtained on our website at www.ilsd.uscourts.gov/cm_ecf.html or by calling the court at 1-866-867-3169 or 1-866-222-2104. See Appendix A.

Completed registration forms should be submitted online or mailed to:

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U. S. District Court- Southern District of Illinois
Attn: ECF Attorney Registration
P. O. Box 249
East St. Louis, Illinois 62202

After an account has been established, the participant will be issued a login and password.

Registered users can request access to a training version of the system on the Internet at <https://ecf-train.ilsd.uscourts.gov> to practice ECF activities and to check the ECF training schedule. We strongly recommend that registered users obtain ECF training or practice in the "training" ECF database before filing documents in the "live" ECF database. Requests can be e-mailed to: ecfhelp@ilsd.uscourts.gov.

Note: *Pro se* filers must seek leave to file electronically on a case-by-case basis.

1.6 Checking/Viewing the Transaction Log

Viewing the transaction log from the **Utilities** Menu allows for the review of all transactions ECF has processed with your login and password (see Figure 1.6). If you believe or suspect someone is using your login and password without permission, change your password *immediately*. Then telephone the court's Help Desk at 1-866-867-3169 as soon as possible.

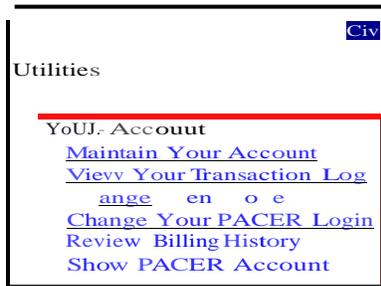


Figure 1.6 - Utilities

1.7 User's Manual

The most recent version of the User's Manual is always available at www.ilsd.uscourts.gov/cm/ecf.html in PDF. At this location we will announce scheduled service outages, changes to policies, etc. Separate web pages are available for each of the judges of the district on the court's website at

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www.ilsd.uscourts.gov and should be consulted frequently for any updates regarding a particular judge's policies and practices.

1.8 Conventions Used in this Manual

- Data to be entered by the user is shown enclosed in angled brackets:
<data to be entered>
- Command buttons are represented in the manual in **[bracketed boldface]** or graphics
- Hyperlinks are represented in **underlined boldface type**
- ○ Indicates navigational tips within ECF

1.9 Portable Document Format (PDF)

Only PDF documents may be filed with the court using the ECF system. Before sending a document to the court, users should preview the PDF document to ensure it appears in its entirety and in the proper format.

1.10 How to Convert Document to PDF

All documents **must** be converted to PDF **before** submitting them to the court's ECF system. The conversion process requires software such as Adobe Acrobat versions 4.0 or above. There are various software applications capable of PDF conversion. WordPerfect 9 or later has the conversion capability built into the software.

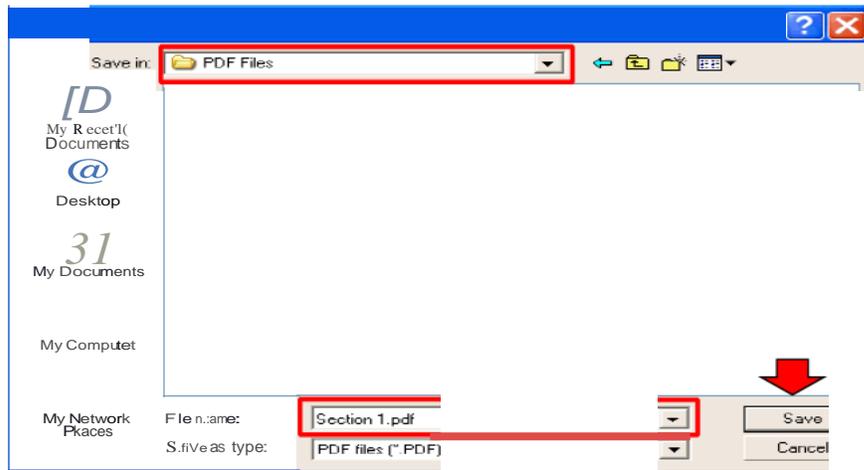
Using Most Word Processing Programs

- Install Adobe Acrobat or other PDF software on your computer
- Open the document to be converted
- Select **[File>Print]** to change the current printer
- Select **Adobe PDF Writer or other PDF** printer driver

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Note: This process may change depending on the word processing program or other PDF conversion software. It may be necessary to find the printer selection options elsewhere. Please consult the user manual for your software.

[Print] the file. The file does not actually print; it begins the conversion process asking for a file name and saving location. (Be sure to note the "Save in:" location.)



1.10 PDF Conversion

Name the file, add the .pdf extension, and click [Save]. The document now has been converted to PDF under the newly assigned name, and the original document remains in the word processing format.

1.11 PDF Document Requirements

Documents converted from any word processing program must

- Comply with PDF versions 1.0 through 1.4
- Not contain security settings or have all security settings deactivated
- Have all fonts referenced in the record, including the "base 14 fonts," embedded
- Not contain any file compression

Documents scanned

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- Use at least 250-300 dpi for scanning
- Set image type to black and white bitmap, text (image only), or line art
- Adjust brightness to best possible view
- Must be identical in content and appearance to the source document

1.12 Setting Up PDF Reader Software

All pleadings must be converted to and filed as PDF documents. To view documents, a PDF reader software such as Acrobat Reader must be installed. When installing this product, please review and follow the vendor's instructions.

1.13 Documents Filed in Error - Help Desk

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction. The ECF system does not permit you to change the misfiled document or incorrect docket entry after the transaction has been accepted.

To request a correction, telephone as soon as an error is discovered.

Help Desk - East St. Louis **1-866-867-3169**
OR
Help Desk - Benton **1-866-222-2104**

You will need to provide the case and document numbers for the document requiring correction. If appropriate, the court will make an entry indicating the document was filed in error. Do **NOT** attempt to re-file the document. You will be advised if re-filing is required.

For additional support when the Help Desk is closed, please refer to the "Frequently Asked Questions" documentation at http://www.ilsd.uscourts.gov/cm_ecf.html.

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2.1 Retention and Signature Requirements (See Also Electronic Filing Rules 7 and 8)

Civil Cases

A Filing User may represent his or her own signature on any electronically filed civil document by typing “s/” followed by that Filing User’s name on the signature line. For example:

s/Jane Doe _____
Jane Doe
Doe, Doe & Doe, Attorneys at Law
302 South Main Street
Anytown, IL 12345
(618) 123-4567

The “s/” name on the document and the filer’s login and password must be identical or the document may be stricken.

Documents requiring multiple signatures may be electronically filed either by: (1) representing the filer’s own signature with the “s/” and certifying that each of the other signatories has expressly agreed to the form and substance of the document; or (2) submitting a scanned document containing the original handwritten signatures. For example:

s/Jane Doe _____ s/John Smith (with consent) _____ *N. E. Signature* _____
(Scanned original signature;
original retained by filer)

A non-filing signatory or party who disputes the authenticity of an electronically filed document must file an objection to the document within 10 days of service.

<p>Note: Manually signed original documents scanned into the system must be maintained by the filer for five years after final resolution of the action, including final disposition of all appeals. The original hard copy must be produced at any time when ordered by the court.</p>
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Criminal Cases

A Filing User may represent his or her own signature on any electronically filed criminal document by typing “s/” followed by that Filing User’s name on the signature line. For example:

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s/Jane Doe
Jane Doe
Doe, Doe & Doe, Attorneys at Law
302 South Main Street
Anytown, IL 12345
(618) 123-4567

The "s/" name on the document and the filer's login and password must be identical or the document may be stricken.

Documents requiring multiple signatures may be electronically filed either by: (1) representing the filer's own signature with the "s/" and certifying that each of the other signatories has expressly agreed to the form and substance of the document; or (2) submitting a scanned document containing the original handwritten signatures. For example:

s/Jane Doe s/John Smith (with consent) *N. E. Signature*
(Scanned original signature;
original retained by filer)

A non-filing signatory or party who disputes the authenticity of an electronically filed document must file an objection to the document within 10 days of service.

Note: Manually signed original documents scanned into the system must be maintained by the filer for five years after final resolution of the action, including final disposition of all appeals. The original hard copy must be produced at any time when ordered by the court.

In the following exceptional instances, a document bearing an original signature(s) is scanned and electronically filed, and the original document is mailed to the Clerk of Court for retention:

- A. Any affidavit or document containing an oath or a declaration, certification, verification, or statement under the penalty of perjury by any person other than an attorney of record in the case;
- B. Any document setting forth any stipulation by any person other than an attorney of record in the case;
- C. Any document containing the signature of a defendant; and
- D. Certified copies of judgments or orders of other courts.

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2.2 Notice of Manual Filing (See Appendix C)

The Notice of Manual Filing **SHOULD NOT** be the event selected to electronically file a document. The Notice of Manual Filing **SHOULD BE** the Portable Document Format (PDF) document attached to the electronically filed event. The electronic filer should then immediately forward the original document, a copy of the Notice of Manual Filing, and a copy of the Notice of Electronic Filing (NEF) to the Clerk's Office for processing. The Notice of Manual Filing **SHOULD NOT** be sent to Chambers.

2.3 Notice of Electronic Filing (NEF) (See Also Electronic Filing Rules 3 and 8)

Electronic transmission of a document to the Electronic Case Filing (ECF) system, together with the transmission of a NEF from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil Procedure and constitutes entry of the document on the docket maintained by the Clerk pursuant to Fed. R. Civ. P. 58, Fed. R. Civ. P. 79, and Fed. R. Crim. P. 55.

2.4 Service of Document by Electronic Means (See Also Electronic Filing Rules 3, 6, and 8)

Whenever a pleading or other document is filed electronically, the ECF system will automatically generate and send a NEF to the Filing User and registered users of record. It is recommended that the user filing the document retain a paper or digital copy of the NEF, which shall serve as the court's date-stamp and proof of filing.

Transmission of the NEF shall constitute service of the filed document and must be deemed to satisfy the requirements of Fed. R. Civ. P. 5(b)(2)(D), Fed. R. Civ. P. 77(d), and Fed. R. Crim. P. 49(b). Nevertheless, all documents filed using the ECF system must include a certificate of service (except ex parte matters) stating that the document has been filed electronically and is available for viewing and downloading from the ECF system. The certificate of service must identify the manner in which the service on each party was accomplished.

Attorneys who have not registered as users with ECF and non-prisoner *pro se* litigants who have not registered with ECF shall be served a paper copy of any electronically filed pleading or other document in accordance with the provisions of Fed. R. Civ. P. 5.

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Service by electronic means shall be treated the same as service by mail for the purpose of adding three days to the prescribed response period.

2.5 Certificate of Service (See Appendix B)

A certificate of service in accordance with Fed. R. Civ. P. 5(d) is still required when a party files a document electronically. The certificate must state the manner in which service was accomplished on each party, the date of service, and should be included as the final page of the document. You may use the “Mailing Info for a Case” feature in ECF under the **Utilities** Menu to obtain information regarding which parties are registered users of ECF and which parties require service by regular mail. See Appendix B for a sample certificate of service.

2.6 Transcripts

Proceedings of this Court. Transcripts of proceedings of this court shall be filed in hard copy and available for review in the Office of the Clerk.

Transcripts from other Courts. Transcripts of proceedings of other courts shall be filed electronically as a PDF document, if so available, otherwise shall be filed on paper.

2.7 Privacy (See Also Electronic Filing Rule 6 and Local Rule 5.1(d))

To address the privacy concerns created by Internet access to court documents unless otherwise ordered by the court, the filing attorney shall modify certain personal data identifiers in pleadings and other papers as follows:

1. Minors' names: Use minor's initials only;
2. Social Security numbers: Use last four numbers only;
3. Dates of birth: Use year of birth only;
4. Financial account numbers: Identify the type of account and the financial institution, but only the last four numbers of the account number;
5. Drivers License numbers: Use the last four numbers only.

It is not the responsibility of the Clerk's Office to review each document to determine if pleadings have been modified and are in proper form.

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In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal. The court may, however, still require the party to file a redacted copy for the public file.

2.8 Sealed Document

(See Also Electronic Filing Rule 6)

Unless otherwise ordered by the Court, sealed documents shall be electronically filed by attorneys and pro se users. Leave of court is not necessary to file a sealed document. The proper event should be selected when filing a sealed document. The PDF document should be attached to the event and the system will automatically seal the document. Once electronically filed, a sealed entry may only be viewed by authorized court users and authorized attorneys for a particular document.

The ex parte motion event requires the attachment of the PDF document for e-filing into a criminal case. A NEF is generated for file-stamp purposes **ONLY but WILL NOT** be transmitted to counsel of record or the court. Any non-court user who accesses the docket sheet, including the e-filer, will not see the docket entry and, thus, cannot have access to the ex parte document. Upon querying the criminal case, the document number will appear “missing” to non-court users. Ex parte motions can only be viewed by court users.

When the e-filer completes the e-filing of an ex parte motion, the NEF will generate for file-stamp purposes only, but the e-filer must forward the proposed ex parte motion and order by e-mail to the judge’s e-mail address for proposed orders as set out on page 2.6 of the User’s Manual.

When an ex parte order is e-filed, a NEF is generated for file-stamp purposes only. The NEF and Ex parte Order must be distributed in paper form by the e-filer. The Ex parte Order will only be distributed to counsel that e-filed the motion.

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2.9 Special Filing Requirements and Exceptions

The following documents shall be filed on paper, which will be electronically filed by the Clerk's Office and may also be scanned into ECF by the Clerk's Office:

1. Administrative records in social security cases and in other administrative review proceedings;
2. Pretrial hearing and trial exhibits;
3. Consent/NonConsent to Disposition before U.S. Magistrate Judge;
4. State court records and other Habeas Corpus Rule 5 materials;
5. Pleadings and documents filed by *pro se* litigants who are incarcerated or who are not registered filing users in ECF;
6. Charging documents in a criminal case, such as the complaint, indictment, or information;
7. Affidavits for search and arrest warrants and related papers;
8. Fed. R. Crim. P. 20 and Fed. R. Crim. P. 5 (formerly Rule 40) papers received from other courts;
9. Pleadings or documents in a criminal case containing the signature of a defendant, such as a waiver of indictment, plea agreement, or Notice of PSI; and
10. Petitions for violations of supervised release.

2.10 Submitting a Proposed Document

Some documents are technically not to be "filed." Rather, they are to be "submitted." For example, a proposed order, proposed amended complaint, proposed documents to be filed out of time, writ, post-judgment notice, and certain stipulations require court approval before actually being filed and given full effect. Because in the ECF system docket entries themselves have the full force of a court order, to prevent confusion, such documents must be attached to an e-mail sent to the e-mail address of the assigned judge. The subject line of the e-mail must include the case number, the corresponding document number, and brief description of the proposed document as indicated on the NEF. All such documents must be submitted to the court in a format compatible with WordPerfect. Such proposed documents should also be served on all parties. The judges' e-mail addresses for such documents are as follows:

Chief Judge David R. Herndon	DRHpd@ilsd.uscourts.gov
Judge Michael J. Reagan	MJRpd@ilsd.uscourts.gov
Judge Nancy J. Rosenstengel	NJRpd@ilsd.uscourts.gov
Judge Staci M. Yandle	SMYpd@ilsd.uscourts.gov
Judge J. Phil Gilbert	JPGpd@ilsd.uscourts.gov
Judge Philip M. Frazier	PMFpd@ilsd.uscourts.gov

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Judge Donald G. Wilkerson

DGWpd@ilsd.uscourts.gov

Judge Stephen C. Williams

SCWpd@ilsd.uscourts.gov

Judge Clifford J. Proud

CJPpd@ilsd.uscourts.gov

If the motion is granted, you will be directed to electronically file the document with the court.

2.11 Submitting Ex Parte Motions and Orders

Since the NEF is NOT transmitted upon the filing of an ex parte motion, the filer must **e-mail** the ex parte motion and proposed order to the appropriate judicial officer's e-mail address listed above.

2.12 Submitting Ex Parte Settlement Statements

Settlement statements, by their very nature, are ex parte and, therefore, are never filed. See the assigned magistrate judge's web page for that judge's requirements.

2.13 Submitting a "Joint Report of Parties and Proposed Scheduling and Discovery Order"

A completed form "Joint Report of Parties and Proposed Scheduling and Discovery Order" shall be submitted, not filed, to the assigned magistrate judge's e-mail address for proposed documents (listed above). The subject line of the e-mail must include the case number and reference "Joint Report."

2.14 Filing Other Types of Documents

To file a document other than a motion or application, make the appropriate selection from the appropriate menu. The screens that follow will be very similar to those described for filing a motion. See Appendix C.

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2.15 Technical Failures

(See Also Electronic Filing Rule 10)

Scheduled service outages will be posted on the court's website at www.ilsd.uscourts.gov. Unscheduled service outages will be dealt with on an individual basis.

2.16 Hyperlinks

(See Also Electronic Filing Rule 13)

Electronically filed documents may contain the following types of hyperlinks:

1. Hyperlinks to other portions of the same document; and
2. Hyperlinks to a location on the Internet that contains a source document for a citation.

Hyperlinks to other documents filed within the ECF system are not permitted. Hyperlinks to personal websites, inclusive of law firms, are strictly forbidden.

Hyperlinks to cited authority may not replace standard citation format. Complete citations must be included in the text of the filed document. Neither hyperlink nor any site to which it refers shall be considered part of the record. Hyperlinks are simply convenient mechanics for accessing material cited in a filed document.

The court accepts no responsibility for, and does not endorse, any product, organization, or content at any hyperlinked site, or at any site to which that site may be linked. The court accepts no responsibility for the availability of any hyperlink.

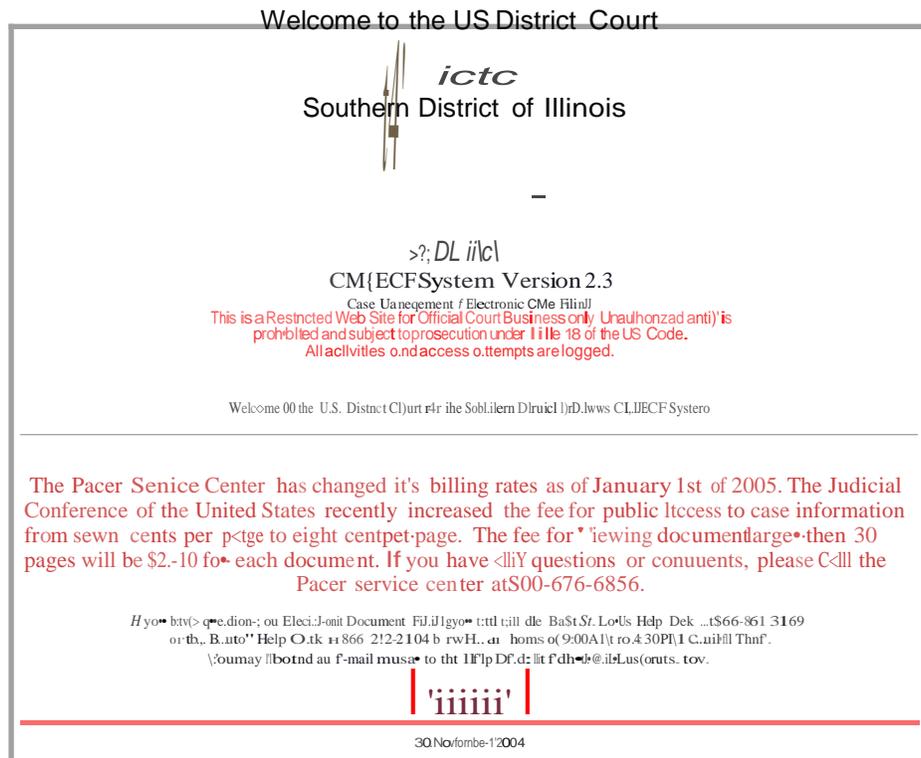
Access

(See Also *Electronic Filing Rule 3*)

Below is a step-by-step guide for entering the system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. We suggest that you go through the steps on the training database before trying to actually file a document.

3.1 How to Access the System

Users can access the system via the Internet at <https://ecf.ilsd.uscourts.gov> or through the court's website at <http://www.ilsd.uscourts.gov> and click "CM/ECF" hyperlink.

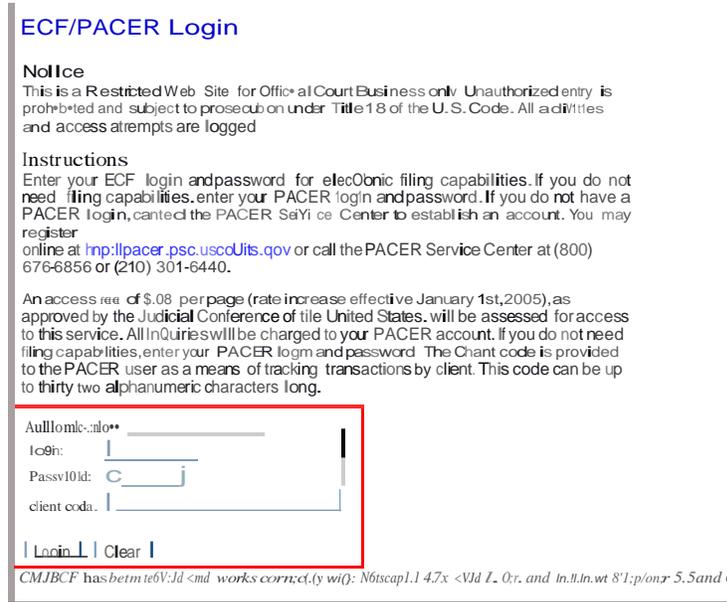


3.1 Welcome Screen

Note: Users can access the "Training" database at <http://ecf-train.ilsd.uscourts.gov>.

3.2 ECF/PACER login

The next screen is the ECF/PACER login screen.



ECF/PACER Login

Notice
This is a Restricted Web Site for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Login:
Password:
Client Code:

CMJBCF has been temporarily disabled. Works correctly with: Netscape 1.1.4.7x <Vid L. Or, and In. In. v. 8.1; p/oxr 5.5 and 6.

3.2 Login

Enter your ECF login and user password in the appropriate data entry fields. Then click the [Login] button to transmit the information to the system. All login names and passwords are case sensitive. If an error is made before submission, click [Clear].

If an invalid combination has been submitted, the system responds with an error message. Click [Back] then re-enter your login and password.

For those current PACER users that have not registered as e-filers, you may use your PACER login to view docket sheets and documents, but you will not be able to file documents without an ECF login and password.

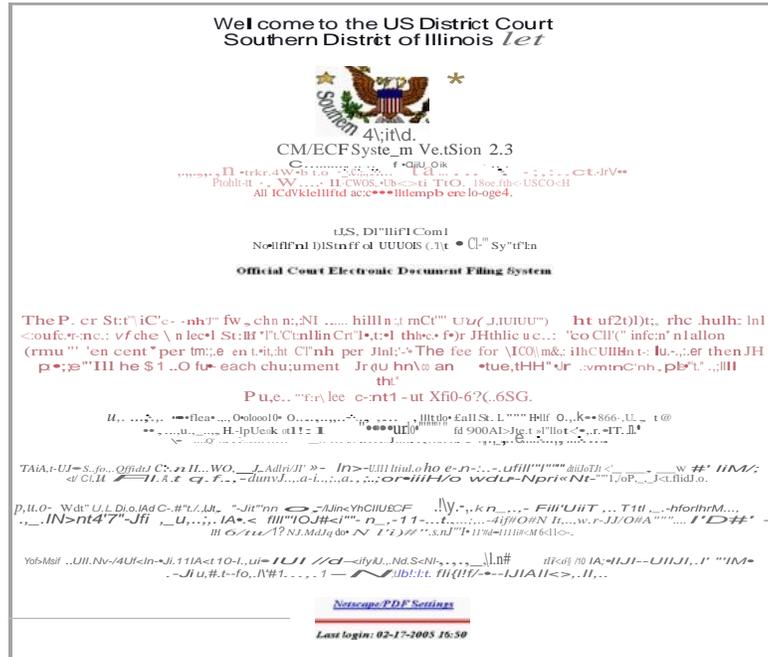
The "client code" is utilized by PACER only and is not required for ECF.

The entry of a valid login and password combination prompts the system to display the Main Menu.

Note: The date last logged into the system appears at the bottom of this screen. Please review this information at each login for security reasons. If you believe

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your last login date and time are incorrect, please change your password and notify the court's Help Desk (see page 1.6) immediately.



3.2 Last Login

When the Main Menu appears, select from the hyperlinked options in the blue menu bar.

3.3 Selecting ECF Features



3.3 ECF Menu Bar

Select Civil to electronically file all civil case pleadings, motions, and other court documents.

Criminal Select Criminal to electronically file all criminal case pleadings, motions, and other court documents.

Query Query ECF by specific case number, party name, or nature of suit

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to retrieve documents that are relevant to the case. Login to PACER is required to query ECF.

Reports Select **Reports** to retrieve docket sheets and cases-filed reports. Login to PACER is required to view reports

Utilities Select **Utilities** to view the transaction log and maintain personal ECF account information.

Logout Select **Logout** to properly exit from ECF and prevent further filing with your login and password.

3.4 Manipulating the screens

Each screen has the following two buttons:

1. clears all characters entered in the box(es) on that screen; and
2. or accepts the entry just made and displays the next entry screen, if any.

Note: Frequently it may be necessary to scroll to the bottom of the page to locate the response button.

○ To select multiple items within a list, hold down the Control **[Ctrl]** key and click once on each item to select. When selection is complete, release the Control key.

3.5 Correcting a mistake

Use the **[Back]** and **[Forward]** buttons located in the top left corner on the Navigation Toolbar to go back to correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.



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; and
8. Receive notification of electronic filing.

4.0 Filing a Civil Complaint (or other case opening documents)- Revised February 2014

Attorneys must submit civil cases by e-mail. The Clerk's Office will open the new civil case by entering the case number, judge assignment(s), party names (plaintiff/defendant), attorney(s) of record and statistical information.

When submitting a complaint or notice of removal to open a civil case, the document must be sent in PDF to the proper divisional mailbox listed below.

newcases_eaststlouis@ilsd.uscourts.gov

newcases_benton@ilsd.uscourts.gov

The Clerk will open the case in (during normal business hours only) and notify you via the CM/ECF system that the case is opened and available for you to electronically file the complaint/notice of removal. NOTE: the complaint/notice of removal is not considered "filed" until you electronically file it in the CM/ECF system. Internet credit card payments will be made online through Pay.gov during the filing of the complaint/notice of removal. The credit card information is entered at this time. The Clerk's Office will be electronically notified when the case is filed and will review for errors or omissions.

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.

SECTION 4 0 - Civil Events Feature

Note: Only new complaints, notices of removal, civil cover sheets, and summons forms may be sent to the e-mail addresses listed above. All other pleadings sent to those e-mail addresses will be deleted without further notice.

A party may not electronically serve a complaint but must effect service according to Federal Rule of Civil Procedure 4.

Note: See page 4.15 for detailed instructions on filing an ENTRY OF APPEARANCE.

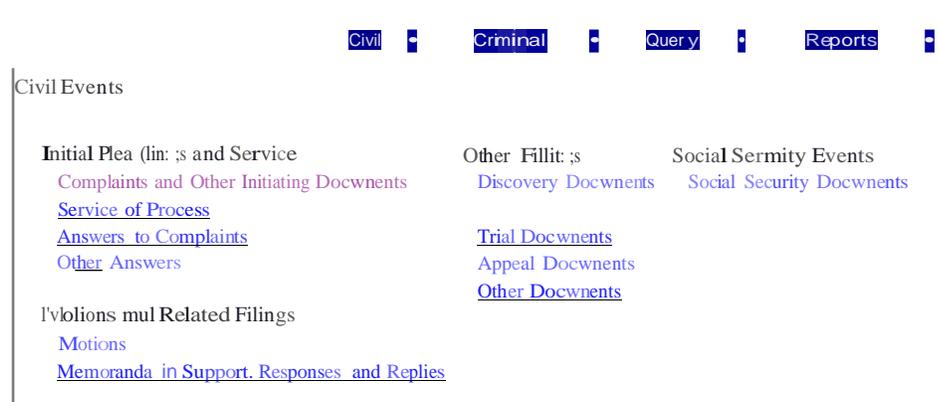
Filing a Motion



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.



Civil Events - Motions

Select the type of motion

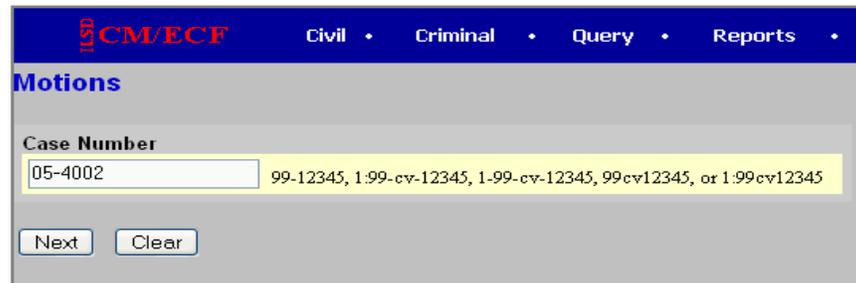
Use the scroll bar or the arrow keys to find the type of motion to be filed, then click the item to select. For multiple part motions, press and hold down the **[Ctrl]** key and click the appropriate forms of relief.

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").

SECTION 4.0 - Civil Events Feature

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



The screenshot shows the CM/ECF interface for entering a case number. The top navigation bar includes 'Civil', 'Criminal', 'Query', and 'Reports'. The main heading is 'Motions'. Below this, there is a 'Case Number' label and an input field containing '05-4002'. To the right of the input field, a yellow tooltip lists valid case number formats: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. At the bottom of the form are 'Next' and 'Clear' buttons.

Case Number

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 Add/Create New Party

Add/Create New Party

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.

Search Name

Click Search

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

OR

If the party name is not on the list or the search returns "No person found," click Create new party. See party name standards Appendix E.

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.

Party Information

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

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 listed below.

Click on the box to the left of the appropriate party to complete the association.

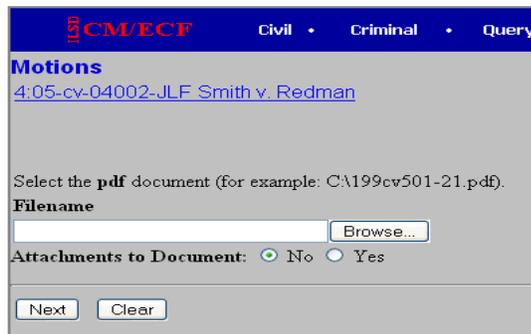
Party Association

SECTION 4.0 - Civil Events Feature

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.

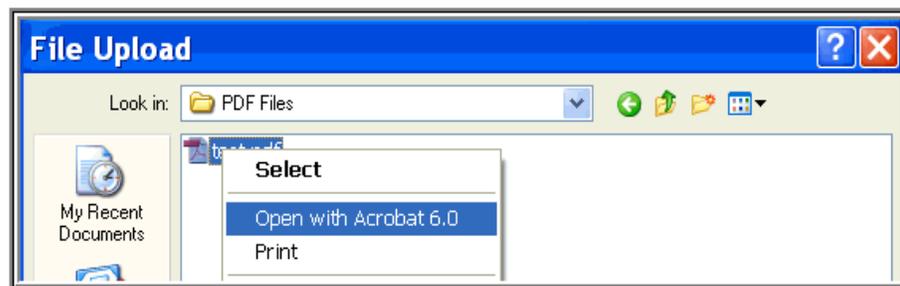


The screenshot shows the CM/ECF interface with a navigation bar (Civil, Criminal, Query) and a 'Motions' section. Below the motion title '4:05-cv-04002-JLF Smith v. Redman', there is a prompt: 'Select the pdf document (for example: CA199ev501-21.pdf)'. A 'Filename' field is present with a 'Browse...' button. Below this, there are radio buttons for 'Attachments to Document' with 'No' selected. At the bottom are 'Next' and 'Clear' buttons.

Attach PDF Document

- Enter the full path name of the document to be filed in the space provided
OR
- Click **Browse...** to navigate to the appropriate directory and file, then select the document
- 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.

SECTION 4.0 - Civil Events Feature

- If there are **no attachments/exhibits** to the motion
 - Click No Yes
 - Proceed to Step 6

SECTION 4.0 - Civil Events Feature

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

- If there are attachments to the motion
 - Click **Yes**
- Attachments to Document: No Yes
- Click

An additional screen is displayed (all exhibits must be attached to the motion) that allows for the attachment of one or more documents.

The screenshot shows the CM/ECF Version 2.3 interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the page title is "Motions" and the case name is "4:05-cv-04002-JLF Smith v. Redman". The main content area contains instructions for adding attachments:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type	Description
<input type="button" value="v"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Under **Type**, click the (drop-down) list, then select the appropriate type of attachment
- Click in the **Description** box and type the description
- At the prompt: “**Please select the PDF filename of the document you are filing,**” type in the PDF name of the attachment or click to search
- Click **Add to List**
- If there are additional attachments, repeat this sequence for each
- When all documents are attached, click

SECTION 4.0 - Civil Events Feature

Documents/attachments/exhibits in excess of 5.0 Mb - Revised October 2007 *(See Also Electronic Filing Rule 5)*

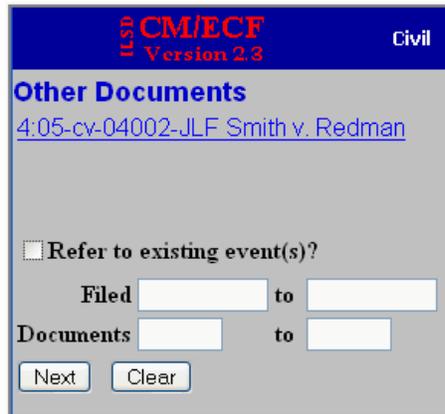
All documents must be electronically filed. If the document exceeds 5.0 Mb (5,120 Kb), then it must be divided into segments with the first segment as the main document. All subsequent segments will be attachments to the main document. Each segment should not exceed 5.0 Mb. This rule does not alter Local 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.

SECTION 4.0 - Civil Events Feature

Linking Document (Refer to Existing Events)

Some documents such as affidavits and supplements should be “linked” to their related events in the case. When filing these and certain other types of documents, the following screen will be presented

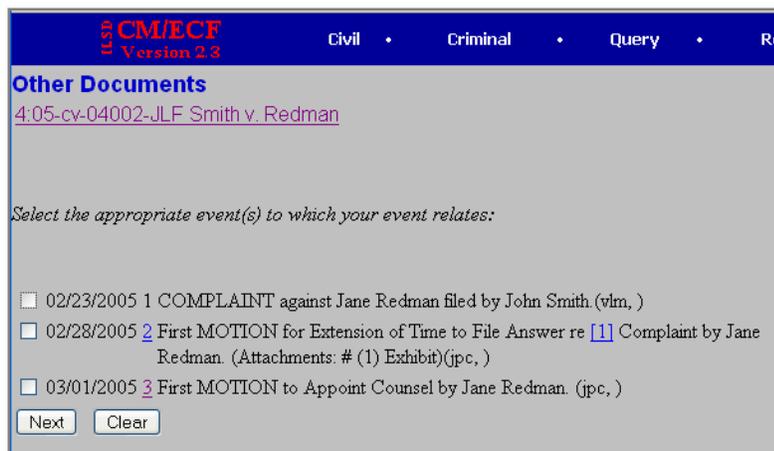


The screenshot shows the 'Other Documents' screen in the CM/ECF system. At the top, it says 'U.S. CM/ECF Version 2.3' and 'Civil'. Below that, the case name '4:05-cv-04002-JLF Smith v. Redman' is displayed. A checkbox labeled 'Refer to existing event(s)?' is present. Below the checkbox are two rows of input fields: 'Filed' followed by a text box and 'to' followed by another text box, and 'Documents' followed by a text box and 'to' followed by another text box. At the bottom are 'Next' and 'Clear' buttons.

Linking Document

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 “Refer to existing event(s)?” (The date filed or the document number may also be entered)
- Click



The screenshot shows the 'Other Documents' screen with the 'Refer to existing event(s)?' checkbox checked. Below the checkbox is the instruction 'Select the appropriate event(s) to which your event relates:'. A list of three events is shown, each with a checkbox: '02/23/2005 1 COMPLAINT against Jane Redman filed by John Smith (vlm,)', '02/28/2005 2 First MOTION for Extension of Time to File Answer re [1] Complaint by Jane Redman. (Attachments: # (1) Exhibit)(jpc,)', and '03/01/2005 3 First MOTION to Appoint Counsel by Jane Redman. (jpc,)'. At the bottom are 'Next' and 'Clear' buttons.

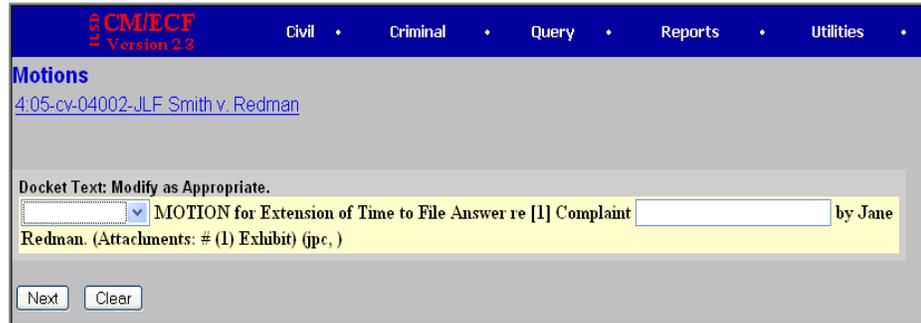
Existing events list

- Click the checkbox for the document to be linked
- Click

SECTION 4.0 - Civil Events Feature

6. Modify docket text

- Click on the (drop-down) modifier list and select the appropriate modifier if any
- Click the open text area to type additional text for the description



The screenshot shows the CM/ECF Version 2.3 interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, and Utilities. The main content area is titled "Motions" and displays the case name "4:05-cv-04002-JLF Smith v. Redman". Below this, the "Docket Text: Modify as Appropriate." section contains a form with a drop-down menu, a text input field, and a "by" field. The text in the form reads: "MOTION for Extension of Time to File Answer re [1] Complaint [] by Jane Redman. (Attachments: # (1) Exhibit) (jpc,)". At the bottom of the form are "Next" and "Clear" buttons.

Modify Docket Text

SECTION 4 a - Chtjl F''P''S Faa11re

7. Submit the pleading to ECF

Click [Next](#) and a new Motions window 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]



File pleading

Click [Next](#) to file the pleading

Note: The above screen contains the following warning.

"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.

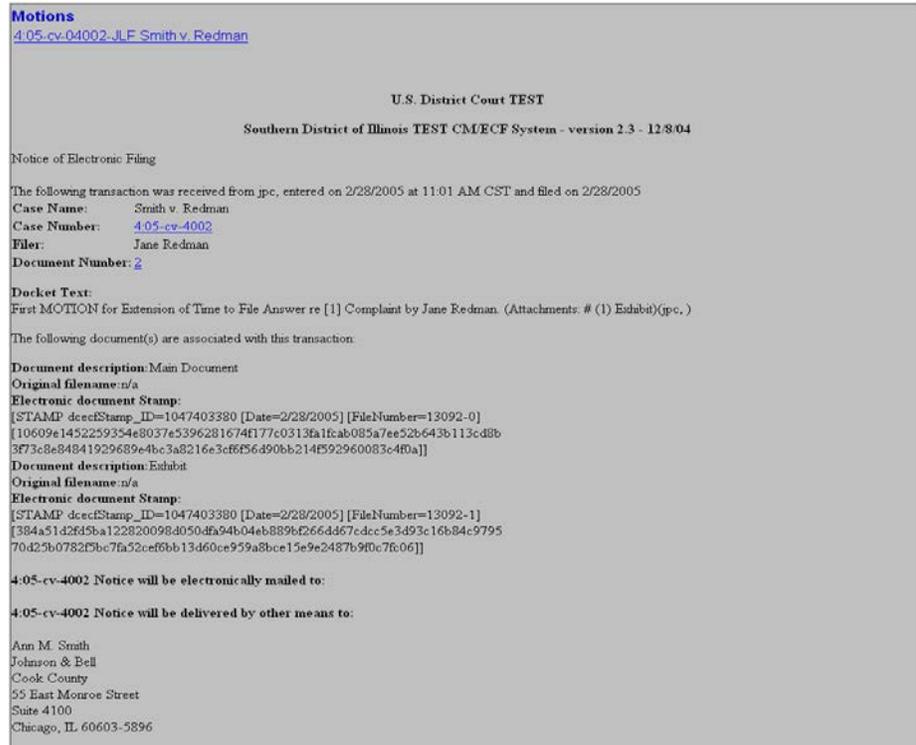
OR

Clicking [the Web Browser Back](#) button to the desired screen.

SECTION 4.0 - Civil Events Feature

8. Notice of Electronic Filing (NEF)

- ECF opens a new **Motions** window displaying the official filing receipt



Notice of Electronic Filing (NEF)

- 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 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.

SECTION 4.0 - Civil Events Feature

E-Mail Notification of Documents Filed

(See Also Electronic Filing Rule 8)

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.

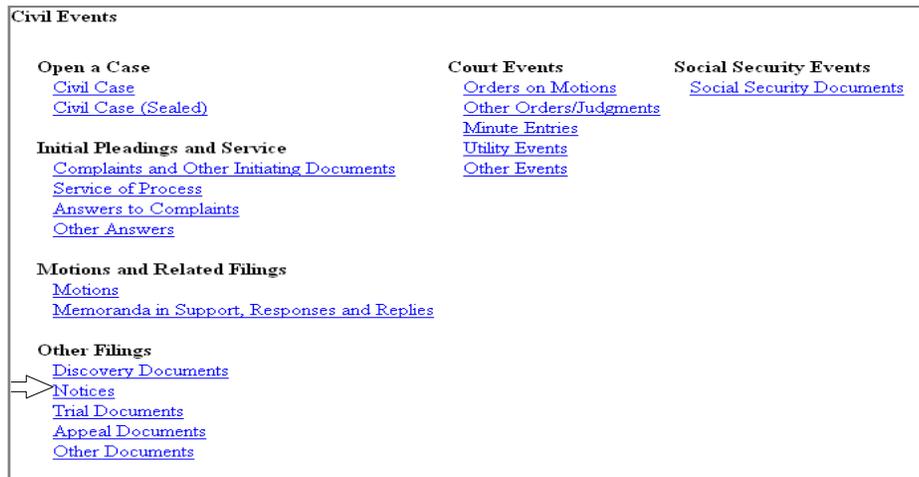
<p>Note: It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.</p>
--

SECTION 4.0 - Civil Events Feature

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**



Civil Events - Notices

2. Select the type of Notice
 - Select Notice of Appearance

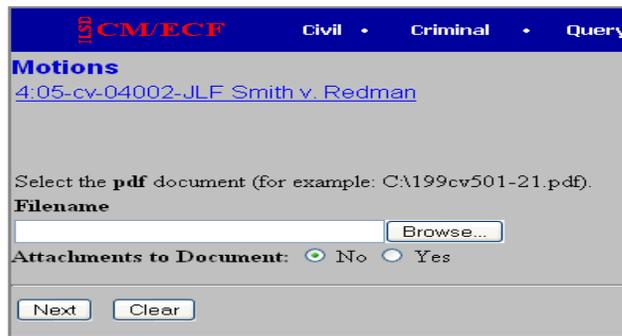
Notice of Appearance

3. Enter the case number

Case Number

SECTION 4.0 - Civil Events Feature

4. Browse for the document



The screenshot shows the CMECF web interface for filing a motion. The page title is "Motions" and the case name is "4:05-cv-04002-JLF Smith v. Redman". The instruction is "Select the pdf document (for example: CA199cv501-21.pdf)". There is a text input field for the filename and a "Browse..." button. Below this is a radio button selection for "Attachments to Document" with "No" selected. At the bottom are "Next" and "Clear" buttons.

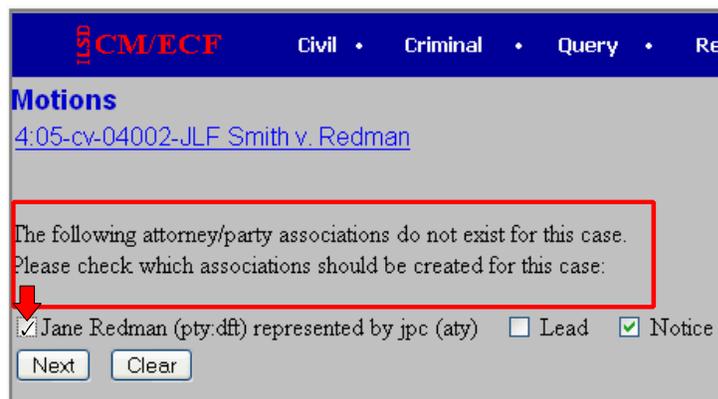
Attach PDF Document

5. Select the name of the party for whom the entry is being filed



The screenshot shows the "Select the Party" step. The instruction is "Select the filer." Below it is a dropdown menu with "Redman, Jane [Defendant]" and "Smith, John [Plaintiff]" as options. There is a link for "Add/Create New Party". At the bottom are "Next" and "Clear" buttons.

6. Click on the left box to associate yourself with the party.
DO NOT uncheck Notice box



The screenshot shows the "Associate yourself with the party" step. A red box highlights the text: "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:". Below this is a list of associations with checkboxes: "Jane Redman (pty:df) represented by jpc (aty)" (checked), "Lead" (unchecked), and "Notice" (checked). A red arrow points to the "Jane Redman" association. At the bottom are "Next" and "Clear" buttons.

Criminal Events Feature

As of November 1, 2004, non-sealed criminal documents filed after this date are available on-line to ECF and/or PACER subscribers. (See Also *Electronic Filing Rule 11*)

There are nine basic steps involved in filing a document/pleading:

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. Designate the defendant to whom the filing relates;
4. Select the type of motion;
5. Specify the Portable Document Format (PDF) file name and location for the document to be filed;
6. Add attachments, if any, to the document being filed;
7. Modify docket text as necessary;
8. Submit the pleading to Electronic Case Filing (ECF); and
9. Receive notification of electronic filing (NEF).

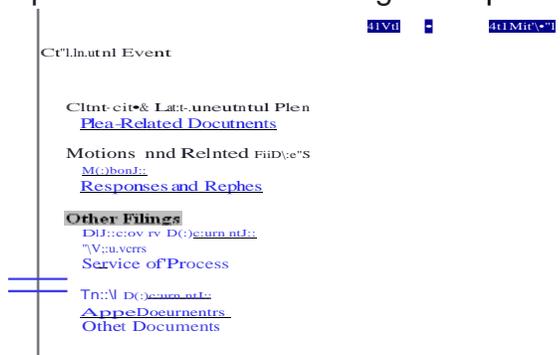
5.0 Filing a Pleading or Document



1. Select the type of document to file

Select Criminal from the blue menu bar at the top of the Main Menu
Click Motions under Motions and Related Filings

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

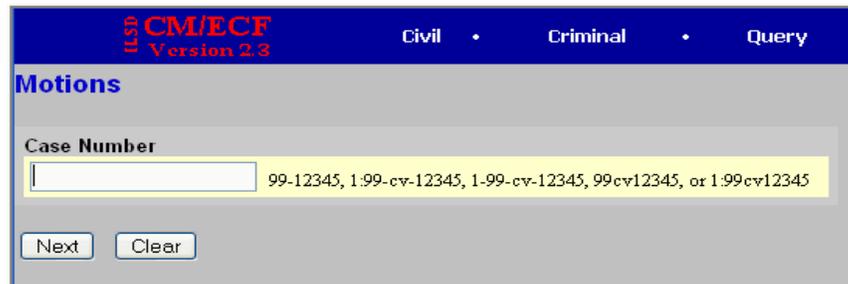


Criminal Motions

SECTION 5.0 - Criminal Events Feature

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



The screenshot shows the 'Motions' section of the CM/ECF system. At the top, there is a blue header with 'CM/ECF Version 2.3' and navigation tabs for 'Civil', 'Criminal', and 'Query'. Below the header, the word 'Motions' is displayed in blue. A 'Case Number' label is positioned above a text input field. The input field is highlighted in yellow and contains a list of valid case number formats: '99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345'. Below the input field, there are two buttons: 'Next' and 'Clear'.

Case Number

SECTION 5.0 - Criminal Filings Feature

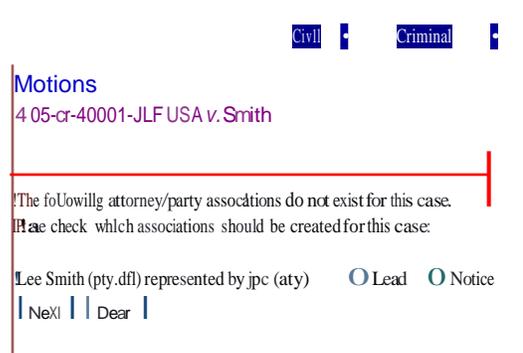
3. Designate the defendant to whom the filing relates

Click on the name of the party



Select Party

Note: It may be necessary to complete the attorney/case association listed below.

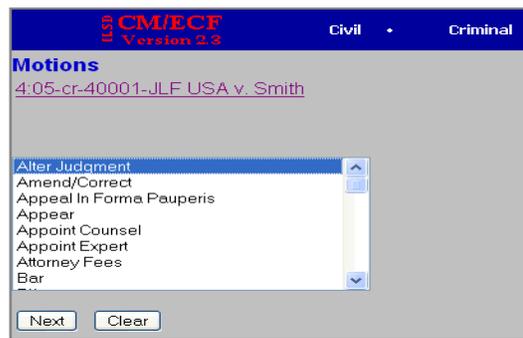


Attorney/Party association

SECTION 5.0 - Criminal Events Feature

4. Select the type of motion

- Click to select the type of motion to be filed
- 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, press and hold down the **[Ctrl]** key and click the appropriate forms of relief.
- 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”).



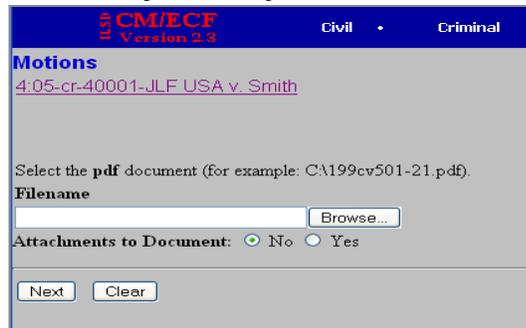
Criminal Motion Types

SECTION 5.0 - Criminal Events Feature

5. 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.

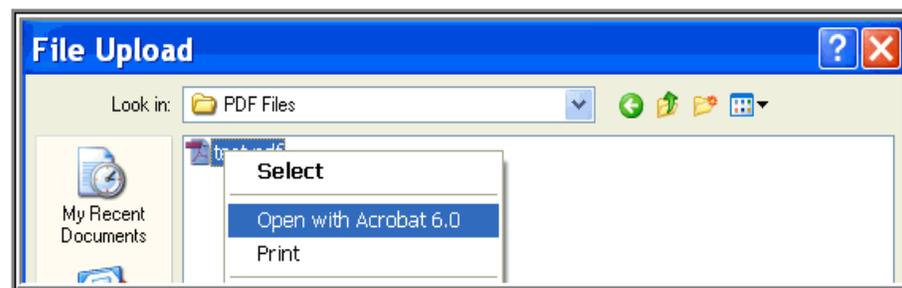
The document must be in PDF with a .pdf suffix. If not, the document will be rejected by ECF.



Attach PDF Document

- Enter the full path name of the document to be filed in the space provided
- **OR**
- Click **Browse...** to navigate to the appropriate directory and file, then select the document
- 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 will open and **MUST** be viewed to verify it is the correct document.



Review document

SECTION 5.0 - Criminal Events Feature

- 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  Attachments to Document: No Yes
 - Proceed to Step 7

SECTION 5.0 - Criminal Events Feature

6. Adding attachments, if any, to the document being filed (See Also Electronic Filing Rule 5)

- If there are attachments to the motion
 - Click **Yes**
- Attachments to Document: No Yes
- Click

An additional screen is displayed (all exhibits must be attached to the motion) that allows for the attachment of one or more documents.

The screenshot shows the CM/ECF Version 2.3 interface. At the top, there is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, and Logout. Below this, the page title is "Motions" and the case name is "4:05-cr-40001-JLF USA v. Smith". The main content area contains the following instructions and form fields:

Select one or more attachments.

1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).

Filename

2) At your option, select a document type, enter a description and/or specify if transcript.

Type Description

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

- Under **Type**, click the (drop-down) list, then select the appropriate type of attachment
- Click in the **Description** box and type the description
- At the prompt: “**Please select the PDF filename of the document you are filing,**” type in the PDF name of the attachment or click to search
- Click **Add to List**
- If there are additional attachments, repeat this sequence for each
- When all documents are attached, click

SECTION 5.0 - Criminal Events Feature

Documents/attachments/exhibits in excess of 5.0 Mb - Revised October 2007 *(See Also Electronic Filing Rule 5)*

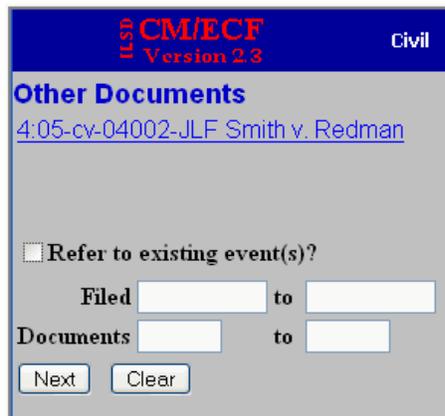
All documents must be electronically filed. If the document exceeds 5.0 Mb (5,120 Kb), then it must be divided into segments with the first segment as the main document. All subsequent segments will be attachments to the main document. Each segment should not exceed 5.0 Mb. This rule does not alter Local 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.

SECTION 5.0 - Criminal Events Feature

Linking Document (Refer to Existing Events)

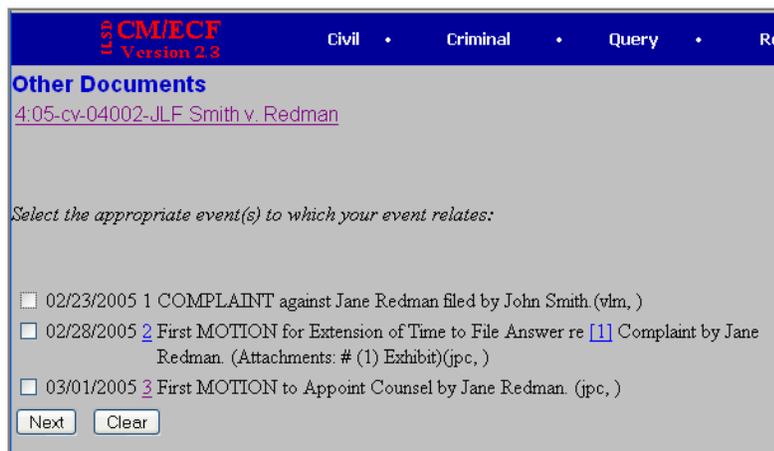
Some documents such as affidavits and supplements should be “linked” to their related events in the case. When filing these and certain other types of documents, the following screen will be presented



Linking Document

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 “Refer to existing event(s)?” (The date filed or the document number may also be entered)
- Click



Existing events list

- Click the checkbox for the document to be linked
- Click

SECTION 5.0 - Criminal Events Feature

7. Modify docket text

- Click on the (drop-down) modifier list and select the appropriate modifier if any
- Click the open text area to type additional text for the description
- Click

U.S. CM/ECF
Version 2.3

Civil • Criminal • Query • Reports

Motions
[4:05-cr-40001-JLF USA v. Smith](#)

Docket Text: Modify as Appropriate.

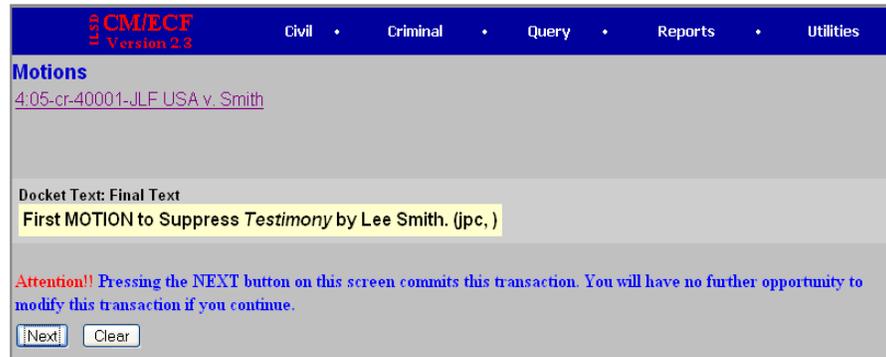
MOTION to Suppress by Lee Smith. (jpc,)

Modify Docket Text

SECTION 5.0 - Criminal Events Feature

8. Submit the pleading to ECF

- A new **Motions** window appears with the complete text for the docket entry
- Review the docket text carefully and correct any errors
- If modification is needed on a previous screen, click **[Back]** on the browser toolbar



File Pleading

- Click to file the pleading

Note: The above screen contains the following warning.

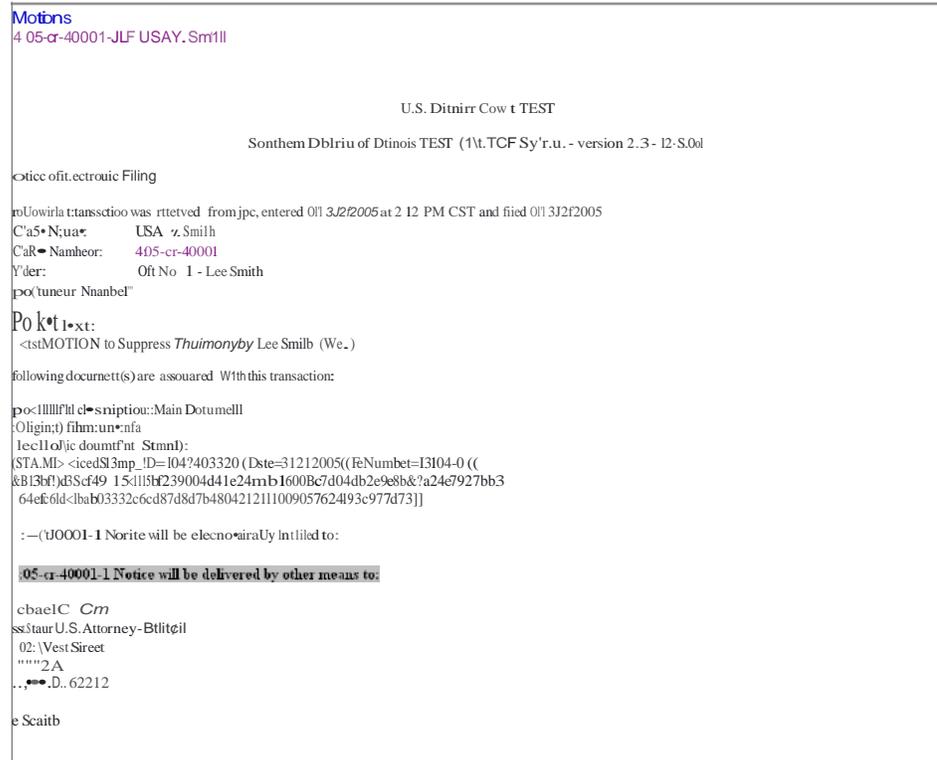
“Pressing the **[Next]** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.”

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.

9. Notice of Electronic Filing (NEF)

ECF opens a new Motions window displaying the official filing receipt



Notice of Electronic Filing (NEF)

This screen provides confirmation that 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 hard drive of your computer.

Note: The Notice of Electronic Filing constitutes the file stamp. The court strongly urges you to copy it to a file on your computer hard drive, print it, and retain a copy for your personal file.

SECTION 5.0 - Criminal Events Feature

E-Mail Notification of Documents Filed

(See Also Electronic Filing Rule 8)

ECF will electronically transmit the Notice of Electronic Filing to the filer and other attorneys and parties to 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 set up 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 copy the Notice of Electronic Filing and documents to your hard drive for future access. 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>
--

Query Feature

Registered participants should use this feature to query for specific case information.



The PACER login screen opens. Enter your PACER login and password.

Note: The PACER login and password are different from the Electronic Case Filing (ECF) login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning January 1, 2005, you will be charged a fee of \$.08 per page to access documents, docket sheets, etc.,

After entering the PACER login and password, ECF opens a query data entry screen as depicted below.

Enter the Case Number
Click [Run Query]

 A screenshot of the ECF Query data entry screen. The page has a blue header with the word 'Query' in white. Below the header, there are several input fields:

- Search Cases:** A text input field.
- Case Number:** A text input field with a placeholder '---L-----' and examples '(Exomplis: 99-500, 199c.S00)'. Below it is the text 'or search by:'.
- Filed Date:** A date range input field with a placeholder '-L-----,] to L-----]'.
- Last Entry Date:** A date range input field with a placeholder 'r-L-----,] to r-L-----, J'.
- Nature of Suit:** A dropdown menu with options: '0 (zero)', '110 (Insurance)', and '1 = o, tract. o)'. Below it is the text 'or search by:'.
- Last Name:** A text input field with a placeholder 'C' and examples '(Examples: Desoto, Des*)'.
- First Name:** A text input field with a placeholder 'C'.
- Middle Name:** A text input field with a placeholder 'C'.
- Type:** A text input field with a placeholder 'C'.

 At the bottom of the form are two buttons: 'Run Query' and 'Clear'.

Query Search Options

It is possible to query by the name of the party or an attorney in a case. Enter the required information in the appropriate field name. If more than one person with the same name is in the database, ECF returns a screen from which to select the correct name.

SECTION 6.0 - Query Feature

- Should the individual be a party in more than one case, ECF will open a screen listing all of the individual's cases. Click the case number hyperlink.

Note: Query is also possible by nature of suit. Enter a range for either the filed date or the last entry date. To search for all cases of a certain type, use the date 1/1/1970 as the "beginning of time." When the Query is run, all cases that meet the criteria will be displayed.



Query Options

At the top of the window, ECF displays the case number, parties to the case, presiding judge, date that the initial action was filed, and date of the last filing for the case. Select the specific case information from a large list of query options by clicking on the appropriate hyperlinked name on the screen. The following paragraphs describe several of the available case-specific query options.

Attorney

Displays the names, addresses, and telephone numbers of the attorneys who represent each of the parties in the case.

Case Summary

Provides a summary of current case-specific information.

SECTION 6.0 - Query Feature

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other scheduled deadlines.

Docket Report

Produces a full or partial docket report depending on the criteria selections, as well as hyperlinks to the Portable Document Format (PDF) files and the Notice of Electronic Filing (NEF) for the document.

History/Documents

Produces the case event history with docket text and documents associated with the case.

Other Queries

The process for selecting and processing other queries is similar to what is described above.

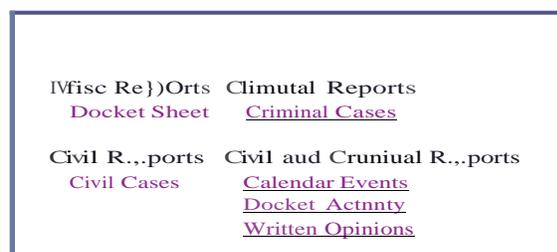
Reports Feature

Registered participants should use this feature for multiple report options.

Click Reports



Docket Sheet, Criminal Cases, Civil Cases, and Docket Activity directly connect to PACER.



Report Options

The PACER login screen opens. Enter your PACER login and password.

Note: The PACER login and password are different from the Electronic Case Filing (ECF) login and password. You must have a PACER account in order to retrieve, view, and print certain documents. Beginning January 1, 2005, you will be charged a fee of \$.08 per page to access documents, docket sheets, etc., from ECF.

Calendar Events will search directly from the ECF database.

Docket Sheet

Click Docket Sheet
Select search criteria

You may select a range for your docket report, as well as a range of document numbers. If you leave the range fields blank, ECF will default to display the entire docket report. Place a checkmark in the box to include links to Notice of Electronic Filing (NEF) if you wish to view them from the docket sheet.

Click [Run Report]

Docket Sheet Options

ECF will run your custom docket report. The document numbers listed on the screen are hyperlinks to PDF files of the actual documents. Place the pointer of your mouse on the button next to the document number and a copy of the NEF will be displayed.

DatFil d	Docket Tnt
06/02/2005	1 WAIVER OF INDICTMENT by Jane Doe (9lm.) (Entered: 06/02/2005)
06/02/2005	2 INFORMATION as to Jane Doe () collis(s) l. (9lm.) (Entered: 06/02/2005)

Document numbers & NEF

Civil Cases Report

The Civil Cases report provides the flexibility to query ECF to locate cases electronically filed within a specific date range or by Nature of Suit and Cause Code.

Click Civil Cases

Select criteria

Click [Run Report]

Civil Cases Criteria

SECTION 7.0 - Reports Feature

Written Opinions

With the release of version 2.4, ECF users have a new feature which allows PACER users to search for written opinions.

- Click **Written Opinions**
- Select criteria
- Click **[Run Report]**

The screenshot shows a web form titled "Written Opinions Report". It contains several input fields and dropdown menus for filtering search results. The fields include: Case Number (text), Last Name (text), First Name (text), Middle Name (text), Office (dropdown with options: East St. Louis, Benton), Nature of Suit (dropdown with options: 0 (zero), 110 (Insurance)), Case Type (dropdown with options: Civil, Criminal), Cause (dropdown with options: *41* (), 0 (No cause code entered)), Case Flags (dropdown with options: 2255, APPEAL), and Filed between (date range: 4/18/2005 and 5/18/2005). There are also radio buttons for "Summary text" and "Full docket text", a "Sort by" dropdown (set to Case Number), and "Run Report" and "Clear" buttons at the bottom.

The PACER Login screen opens. Enter your PACER login and password. The public will not be charged for viewing documents that are written opinions. PACER users can also access opinions via existing reports and queries, such as the docket report, and will not be billed for accessing the written opinion document itself, but will be billed for the report or query used to identify the document. For example, if a PACER user runs a docket report, the user will be charged for the docket report (as usual). If the user then clicks on the document number hyperlink for a written opinion document, the user will not be charged for viewing the document.

The screenshot shows a message box with the text: "The document you requested is 6 pages. There is no charge for viewing opinions." Below the text is a button labeled "View Document".

Utilities Feature

The Utilities feature provides registered users access to maintain their account and view their ECF transactions.

Click **Utilities**



Maintain Your Account, View Your Transaction Log, and Mailings are the most frequently used fields in the Utilities section pertaining to ECF. The balance of the options are either PACER related or shortcuts to the internet.



Utilities Options

SECTION 8.0 - Utilities Feature

8.1 Maintain Your Account

- Click **Maintain Your Account**

This screen displays all the registration information contained within the ECF database for your account. **Please contact the Clerk's Office should any account changes need to be made to your account.**

Maintain User Account

Last name First name

Middle name Generation

Gender ATY Type

Title Type aty

Bar number Add Headers to PDF Documents

Prisoner id

Office

Unit

Address 1

Address 2

Address 3

City State Zip

Country County

Phone Fax

Initials DOB AO code End date

Civil ref style Criminal ref style

Date sworn Status

8.1 Maintain Your Account

- Click **[Email Information]**

ECF will e-mail the Notice of Electronic Filing based upon the information entered on this screen. Perform the following steps to enter additional e-mail addresses which will receive ECF notification.

- Click to insert a checkmark in the box to the left of **“to these additional addresses”**
- Enter the e-mail addresses of individuals. Use a semi-colon to separate the e-mail addresses with no spacing between the name and the semicolon. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.
- Stipulate the format of the ECF notices
- To enter all new information in your screen, click **Clear**
OR
Click **Return to Account Screen** to save changes

E-mail addresses

It is the addressee's responsibility to configure his/her electronic mail account to accept delivery of court mail from [ilsd nef@ifsduscourts.gov](mailto:ilsd_nef@ifsduscourts.gov).

To view login information for your account or change your password, follow these steps:

Click **More User Information** from the **Maintain Your Account** screen (see 8.1 Maintain your Account)

Login (attorneytest)	Last login	09-04-2003 08:33
Password *****	Current login	09-0-2003 08:33
Prid 67482	Create date	08/22,2003
Recisrered Y	Update date	08/25,2003
Groups Anomey		

Password Changes

This screen displays the user login information and provides access to change your ECF password. Notice ECF displays a string of asterisks in the Password field. To change your ECF password, place the cursor in the Password field and delete the asterisks. Type the new password. ECF displays the actual characters of your new password. When complete, click [Return to Account Screen].

SECTION 8.0 - Utilities Feature

When all changes are complete, click **[Submit]** on the bottom of the Maintain User Account Screen to submit the changes to ECF. ECF will confirm that all updates were accepted. Begin using the new password for your next ECF session.

SECTION 8.0 - Utilities Feature

8.2 View Your Transaction Log

From the **Utilities** screen, click **[View Your Transaction Log]**. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range and click **[Submit]**. ECF displays a report of all transactions in ECF within the date range specified for this account.



The screenshot shows the ECF interface with a navigation menu (Civil, Criminal, Query, Reports, Utilities, Logout) and a help icon. The main content area is titled "Transaction Log" and shows a "Report Period: 01/01/1996 - 10/20/2003". Below this is a table with four columns: Id, Date, Case Number, and Text. The table contains three rows of transaction data. At the bottom of the table, it states "Total Number of Transactions: 3".

Id	Date	Case Number	Text
528	10/06/2003 13:32:12	3-03-cr-30346-1	NOTICE OF ATTORNEY APPEARANCE: Attorney One appearing for Cermen L Toney (One, Attorney)
531	10/06/2003 13:34:01	3-03-cr-30346-1	First MOTION for Discovery by Cermen L Toney. (One, Attorney)
671	10/08/2003 13:51:24	4-99-cr-99999-1	Amended MOTION to Suppress <I>Testimony</I> by Jane Doe. (Attachments: # (1))(One, Attorney)

Total Number of Transactions: 3

Transaction Log

Use this feature to review your transactions and to verify

- All your transactions are reflected in the log
- No unauthorized individuals have entered transactions into ECF using your login and password

SECTION 8.0 - Utilities Feature

8.3 Mailings

There are two options in **Mailings**.

- **Mailings by Case** - will ask for case number and identify all parties that are registered to receive NEFs from ECF, as well as those participants which must be notified manually.
- **Mailing Labels by Case** - will ask for a case number and print labels in columns for all parties related to the case. It is also possible to copy and paste this information into your word processing application.



Mailing Information

Logout Feature

After all transactions are complete, click Logout to properly exit from the system.



A small box will appear in the upper left corner of the screen indicating you are logging out of ECF.

APPENDIX B

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

Plaintiff

v.

Case No.

Defendant

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 filings(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 documents(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: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
E-mail: xxx@xxx.xxx
[attorney bar number, if applicable]

APPENDIX C

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

Plaintiff

v.

Case No.

Defendant

NOTICE OF MANUAL FILING

Please take notice that [Plaintiff/Defendant, Name of Party] has manually filed the following document or item:

[Title of Document or Item]

This document has not been filed electronically because:

- 9 The document or item cannot be converted to an electronic format
- 9 [Plaintiff/Defendant] is excused from filing this document or item by court order.
- 9 Other _____
_____.

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

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

APPENDIX D

ECF Civil Events for Attorneys and Pro Se Users

Initial Pleadings and Service

Complaints and Other Initiating Documents

- Amended Complaint
- Application for Stay of Execution
- Application for Writ of Garnishment
- Application for Writ of Continuing Garnishment
- Bankruptcy Appeal
- Case Transferred In - District Transfer
- Case Transferred In - Divisional Transfer
- Case Transferred Out - Divisional Transfer
- Complaint
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Motion to Vacate/Set Aside/Correct Sentence (2255)
- 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 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

Response/Answer to Request for Admissions

Traverse

ECF Civil Events Continued

Motions and Related Filings

Motions

Adopt	Disqualify Juror
Alter Judgment	Effect Levy
Amend/Correct	Enforce
Appeal In Forma Pauperis	Enforce Judgment
Appoint Counsel	Ex Parte Motion
Appoint Expert	Exclude
Appoint Guardian/Attorney ad Litem	Extension of Time
Appoint Receiver	Extension of Time to Amend
Approve Consent Judgment	Extension of Time to Complete Discovery
Attorney Fees	Extension of Time to File Answer
Bar	Extension of Time to File Document
Bifurcate	Extension of Time to File Response/Reply
Bill of Costs	File Excess Pages
Bond	For Order
Certificate of Appealability	Forfeiture of Property
Certify Certify	Hearing
Class Change	In Limine
Venue Clarify	Intervene
Compel	Issuance
Consolidate Cases	Issuance of Warrant in rem
Contempt	Joinder
Continue	Judgment Based on ADR Settlement
Copy	Judgment Debtor Exam
Declaration of Mistrial	Judgment NOV
Declaratory Judgment	Judgment as a Matter of Law
Default	Judgment of Forfeiture
Default Judgment	Judgment on the Pleadings
Deposit Funds	Judgment under Rule 54(b)
Directed Verdict	Leave to Appeal
Disbursement of Funds	Leave to File Document
Discharge	Letters Rogatory Lift
Disclosure	Stay Miscellaneous
Discovery	Relief
Dismiss	More Definite Statement
Dismiss Case as Frivolous	New Trial
Dismiss/Lack of Jurisdiction	Order of Sale
Dismiss/Lack of Prosecution	Out of Pocket Expenses
Disqualify Counsel	Partial Summary Judgment
Disqualify Judge	

ECF Civil Events Continued

Motions (Continued)

Permanent Injunction	Set Aside Verdict
Preliminary Injunction	Settlement
Proceed In Forma Pauperis	Sever
Produce	Show Cause
Protective Order	Stay
Quash Reassign Case	Strike Substitute Attorney
Reconsideration	Substitute Party
Recusal	Summary Judgment
Reinstate	Supplement
Release of Bond Obligation	Suppress
Release of Exhibits	Take Deposition
Release of Funds	Taxation of Costs
Remand	Temporary Restraining Order
Remand to State Court	Transfer Case
Reopen Case	Unseal Case
Return of Property	Unseal Document
Review	Vacate
Sanctions	Waive
Seal	Withdraw
Seal Case	Withdraw Reference
Seal Document	Withdraw as Attorney
Sealed Motion	Writ
Service by Publication	Writ of Garnishment
Set Aside	Writ of Habeas Corpus ad prosequendum
Set Aside Default	Writ of Habeas Corpus ad testificandum
Set Aside Forfeiture	Writ of Mandamus
Set Aside Judgment	

Responses and Replies

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

ECF Civil Events Continued

Other Filings

Discovery Documents

- Disclosure of Interested Parties
- Garnishee's Answers to Interrogatories
- Request for Admissions

Notices

- Notice (Other)
- Notice of Appearance
- Notice of Application for Writ
- Notice of Change of Address
- Notice of Foreclosure
- Notice of Lis Pendens
- Notice of Removal
- Notice of Settlement
- Notice of Statement of Compliance
- Notice of Voluntary Dismissal

Trial Documents

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

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
- Notice of Appeal
- Notice of Cross Appeal
- Notice of Interlocutory Appeal
- Receipt for Record on Appeal
- Request to Check Out Record on Appeal

ECF Civil Events Continued

Other Documents

Abstract of Judgment
Acknowledge of Receipt of Exhibits
Affidavit
Amended Document (NOT Motion)
Application for Writ
Bill of Costs
Consent to Removal
Corporate Disclosure Statement
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 Index
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

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

ECF Criminal Events for Attorneys

Charging Instruments and Pleas

Plea-Related Documents

Plea Agreement
Stipulations of Fact

Motions and Related Filings

Motions

Alter Judgment	Extension of Time
Amend/Correct	Extension of Time to File Document
Appeal In Forma Pauperis	Extension of Time to File Response/Reply
Appear	Extension of Time to Indict
Appoint Counsel	File Amicus Brief
Appoint Expert	Forfeiture of Property
Attorney Fees	Handwriting Exemplars
Bar	Hearing
Bifurcate	In Limine
Bill of Particulars	Inspect
Bond	Issuance of Warrant in rem
Brady Material	Joinder Judgment
Certificate of Appealability	NOV Judgment of
Change Venue	Acquittal Leave to
Compel	Appeal
Contact Visit	Leave to File Document
Continue	Medical Exam
Copy	Medical Treatment
Declaration of Mistrial	Miscellaneous Relief
Deferral of Prosecution	Modify Conditions of Release
Detain	New Trial
Directed Verdict	Order of Competency to Stand Trial
Disclosure	Permit Marriage
Discovery	Produce
Dismiss	Protective Order
Disqualify Counsel	Psychiatric Exam
Disqualify Judge	Psychiatric Treatment
Disqualify Juror	Quash
Early Termination of Probation	Quash Indictment/Information
Ex Parte Motion	
Exclude	
Expedite	

ECF Criminal Events Continued

Reconsideration	Set Aside Sentence
Recusal	Set Aside Verdict
Reduce Sentence - Not Sealed	Sever Defendant
Reinstate	Show Cause
Release Bond Obligation	Speedy Trial
Release from Custody	Strike
Release of Exhibits	Subpoena
Release of Funds	Substitute Attorney
Remand	Supplement
Remand to State Court	Suppress
Remission of Assessment	Surrender
Return of Property/Post Trial	Temporary Custody Transfer - Not Sealed
Return of Property/Pre Trial	Travel Unseal
Revocation of Probation	Case Unseal
Revocation of Supervised Release	Document 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	

Responses and Replies

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

ECF Criminal Events Continued

Other Filings

Discovery Documents

- Garnishee's 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 Indictment
- Waiver of Preliminary Examination or Hearing
- Waiver of Presence at Arraignment
- Waiver of Presentence Investigation Report
- Waiver of Rule 40 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
- Summons Returned Executed
- Summons Returned Unexecuted
- 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

ECF Criminal Events Continued

Notices

- Notice (Other)
- Notice of Attorney Appearance - Defendant
- Notice of Attorney Appearance - USA
- Notice of Lien
- Notice of Lis Pendens
- Notice/ Acknowledgment of PSI
- Release of Lien

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
- Notice of Appeal - Conditions of Release
- Notice of Appeal - Final Judgment
- Notice of Appeal - Interlocutory
- Receipt for Record on Appeal

Other Documents Abstract of
Judgment Acknowledgment of
Receipt of
Exhibits
Affidavit
Affidavit - Rule 40
Amendment
Brief
Consent to Trial Before US
Magistrate Judge
Elements of Offense
Exhibit
Financial Affidavit - CJA23
Information to Establish Prior
Conviction
Medical Report
Objection

- Objection to Presentence
Investigation Report
- Pretrial Memorandum
- Psychiatric Report
- Receipt for Release of Exhibits
- Redaction Index
- Response to Order to Show Cause
- Sealed Document
- Sentencing Memorandum
- Status Report
- Stipulation
- Submission of Relevant Offense Conduct
Supplement
- Version of Offense

APPENDIX E

INSTRUCTIONS/GUIDE FOR ENTERING PARTY NAMES

- A. Agencies**
- B. Business Names**
- C. Cities/States/Townships**
- D. John Does**
- E. Estates**
- F. Individuals**
- G. Minors**
- H. Property/Currency**
- I. Union Names**
- J. Unknown Names**

NOTE: Do not enter party names using all CAPITAL letters.

AGENCIES

Document Caption:

**Department of Health and Human Services
Kenneth S. Apfel, Commissioner of Social Security
Secretary of Health and Human Services**

Enter Party Name As:

Commissioner of Social Security

Document Caption:

**United States of America, Internal Revenue Service
Internal Revenue Service**

Enter Party Name As:

Internal Revenue Service

Document Caption:

United States of America

Enter Party Name As:

USA

BUSINESS NAMES

Document Caption:

The Rust Company

Enter Party Name As:

Rust Company

*****Omit "A, An, or The" in the Party Name*****

CITIES/STATES/TOWNSHIPS

Document Caption:

The City of Collinsville

Enter Party Name As:

Last Name field: Collinsville

First Name field: City of

*****Omit “The” in the party name*****

Document Caption:

City of Belleville

Enter Party Name As:

Last Name field: Belleville

First Name field: City of

JOHN DOES

Document Caption:

John Doe I - X

Enter Party Name As:

Last Name field: Doe

First Name field: John

Party Text field: I - X

Document Caption:

John Doe Police Officers 1 - 10

Enter Party Name As:

Last Name field: Doe

First Name field: John

Party Text field: Police Officers 1 - 10

*****If numerous amount of “John Does” are listed separately, be sure to list together*****

*****Do not add the numbers, letters or roman numerals to the party name - add as a party text*****

ESTATES

Document Caption:

Eloise Coleman, Executor of the Estate of John Coleman

Enter Party Name As:

Last Name field: Coleman

First Name field: Eloise

Party Text field: Executor of the Estate of John Coleman

INDIVIDUALS

Document Caption:

Sgt. James

Enter Party Name As:

Last Name field: James

First Name field: Sgt.*

***Enter title of person in the first name field only when no first name is listed.**

Document Caption:

E. A. Stepp, Warden

Enter Party Name As:

Last Name field: Stepp

First Name field: E.

Middle Name field: A.

Party Text field: Warden

Document Caption:

Thomas Green, Jr.

Enter Party Name As:

Last Name field: Green, Jr.

First Name field: Thomas

*****Do not use the “Generation” field when entering a party name*****

MINORS

Document Caption:

Minor Child, by and through his guardian ad litem William P. McGuire

Enter Party Name As:

Last Name Field: McGuire

First Name Field: William

Middle Name field: P.

Party Text field: Minor Child, by and through his guardian ad litem

PROPERTY/CURRENCY

Document Caption:

Six Thousand Dollars in United States Currency

Enter Party Name As:

\$6,000 in United States Currency

Document Caption:

One Parcel of Real Estate located at 2313 Parkside Place, Phoenix, AZ

Enter Party Name As:

2313 Parkside Place, Phoenix AZ, One Parcel of Real Estate located at

Document Caption:

One 1982 Buick Riviera Automobile, VIN #1G4A25747CE4

Enter Party Name As:

Buick Riviera Automobile, One 1983, VIN #1G4A2547CE4

UNION NAMES

Document Caption:

Building Laborers Local 3109 Pension Fund

Enter Party Name As:

Last Name field: Building Laborers Pension Fund

First Name field: Local 3109

*****Always enters the “Local” in the First Name field*****

UNKNOWN NAMES

Document Caption:

Unknown Spouse of Kenneth M. Keller, If Any

Enter Party Name As:

Last Name field: Unknown Spouse of Kenneth M. Keller

Document Caption:

Unknown Tenants, if any, of the property located at 112 Prospect Street, Lodi, OH 44254

Enter Party Name As:

Unknown Tenants, 112 Prospect Street, Lodi, OH 44252

Party Naming Standards

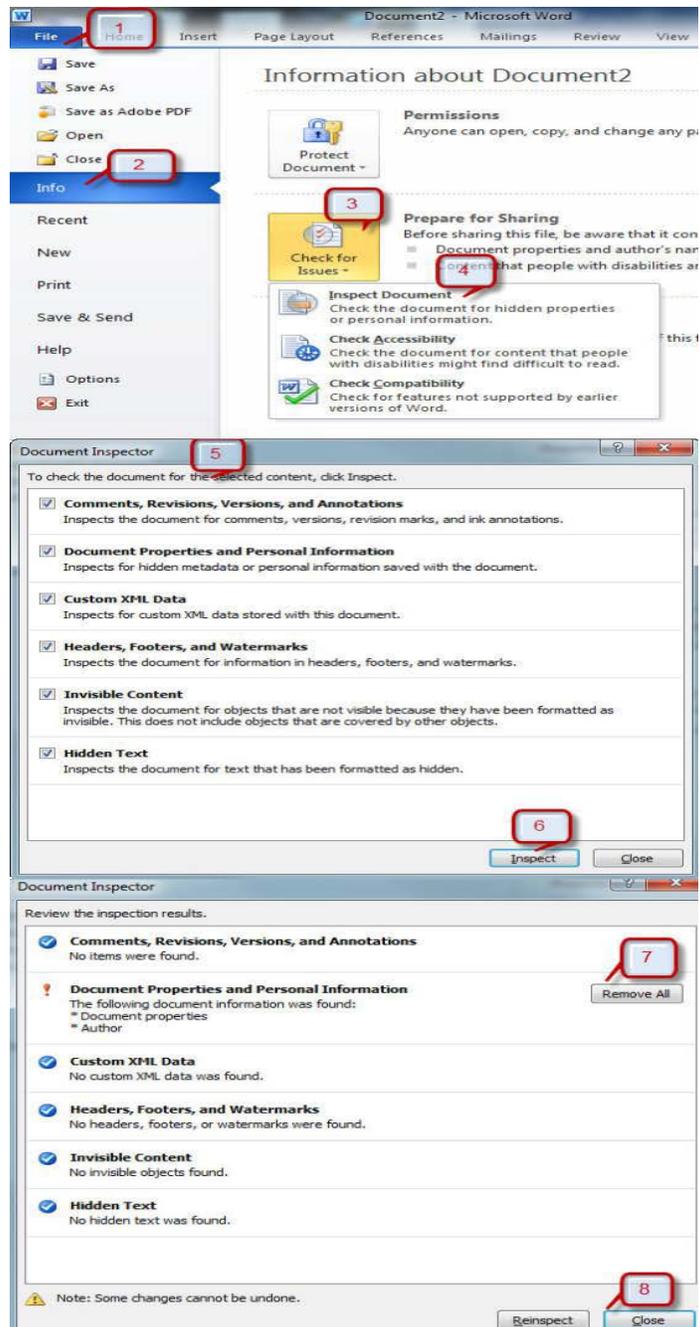
APPENDIX F

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. Next, 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.



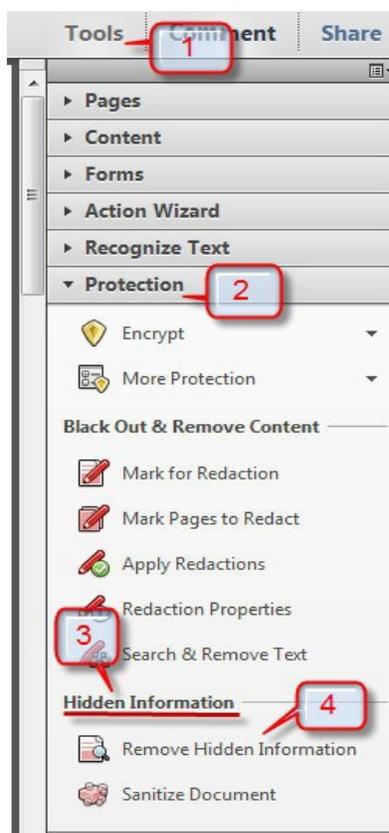
Adobe Acrobat X

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

Remove Hidden Information

1. Select the **Tools** pane.
2. Click on the **Protection group**.
3. Scroll down to **Hidden Information** group.
4. Select **Remove Hidden Data** – a panel will open on the left side and begin the analysis of the document.
5. It may be necessary to click on the **Expand All** to preview the Results.
6. The checkbox allows for the selection of what you wish to remove.
7. Click **Remove** to delete the selected items.
8. Changes are not permanent until the *document is saved*.

TIP: Consider saving a ‘before’ copy of the document as removal can produce unexpected results.



Sanitize Document

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

TIP: Once saved, sanitizing is permanent. Consider saving a ‘before’ copy of the document.

