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

- 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*.

- 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 Also Electronic Filing Rule 5)*

1.4 PACER Registration

(See Also 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 Also 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:

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.

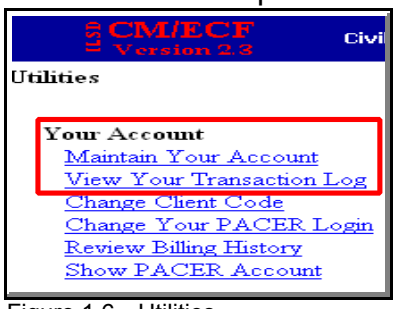


Figure 1.6 - Utilities

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

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

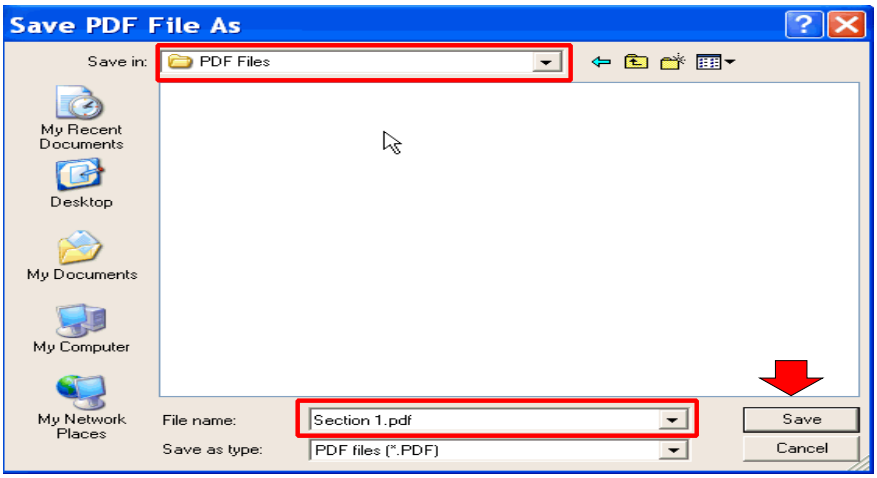
All documents **must** be converted to PDF **before** submitting them to the court's ECF system. The conversion process requires software such as Adobe Acrobat versions 4.0 or above. There are various software applications capable of PDF conversion. WordPerfect 9 or later has the conversion capability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

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

- 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.

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.

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.

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:

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.

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.

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.

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.

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 J. Phil Gilbert	JPGpd@ilsd.uscourts.gov
Judge G. Patrick Murphy	GPMpd@ilsd.uscourts.gov
Judge Michael J. Reagan	MJRpd@ilsd.uscourts.gov
Judge William D. Stiehl	WDSpd@ilsd.uscourts.gov
Judge Philip M. Frazier	PMFpd@ilsd.uscourts.gov

Judge Clifford J. Proud	CJPpd@ilsd.uscourts.gov
Judge Donald G. Wilkerson	DGWpd@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.

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 Electronically 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

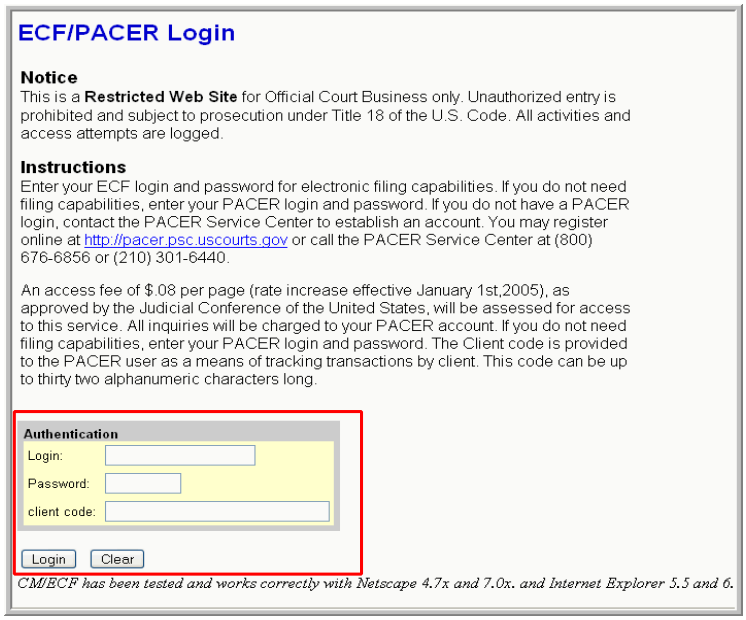
Users can access the system via the Internet at https://ecf.ilsd.uscourts.gov or through the court's website at http://www.ilsd.uscourts.gov and click "CM/ECF" hyperlink.

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.



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

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

Civil 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

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. [Clear] clears all characters entered in the box(es) on that screen; and

2. [Next] or [Submit] 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

Civil cases may be filed in person at the Clerk's Office, by U.S. Mail, or by e-mail.

If filing in person or by U.S. Mail, 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.

If filing a new case by e-mail, complaint/notice of removal MUST be sent in PDF to the proper divisional mailbox listed below, and the filing fee MUST be paid over the phone with a credit card.

newcases_eaststlouis@ilsd.uscourts.gov
newcases_benton@ilsd.uscourts.gov

The Clerk will open your case in ECF and notify you by e-mail/phone that your case is open and available for you to electronically file the complaint/notice of removal.

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.

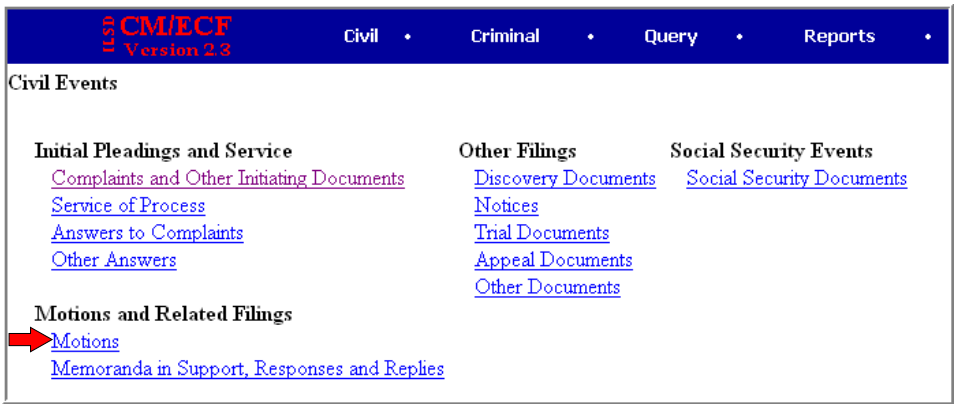
Note: *See* page 4.15 for detailed instructions on filing an ENTRY OF APPEARANCE.

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

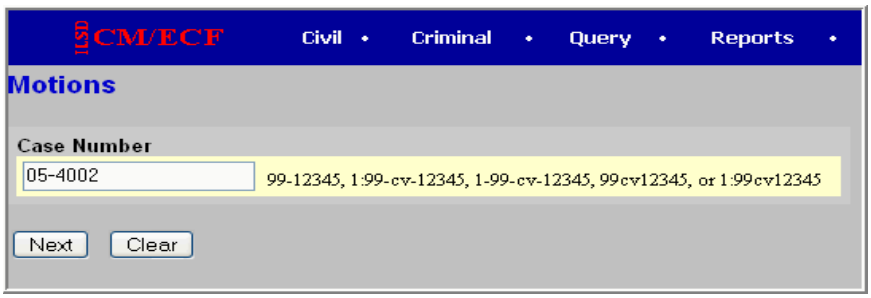
- Select the type of motion

✎ 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").

2. Enter the case number

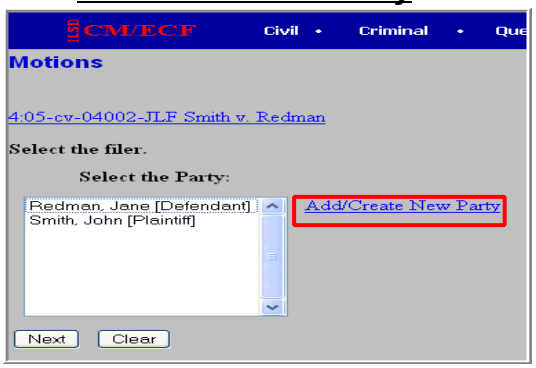
- If the number is entered incorrectly, click [Clear] to re-enter
  OR
- If the system indicates an invalid case number, click [**Back**] to re-enter.
- When the case number is correct, click [Next]



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.

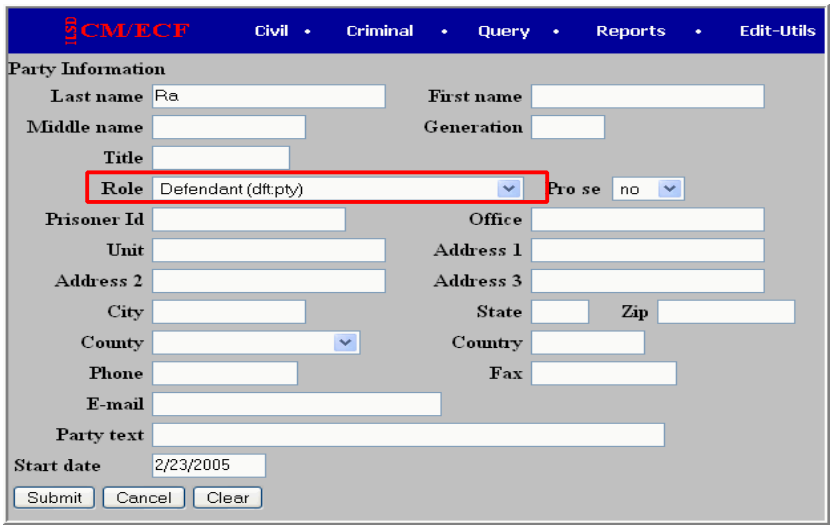
Search Name

- 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.



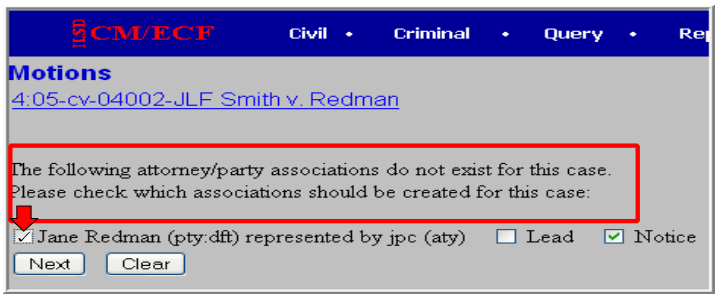
Party Information

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

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.

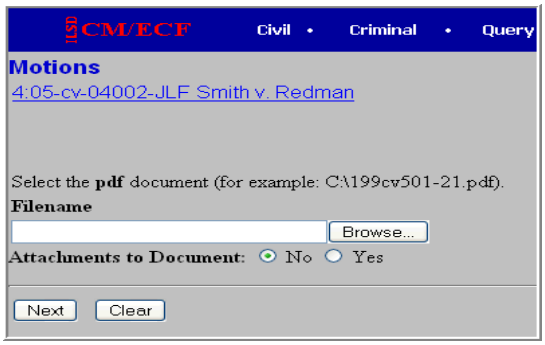


Party Association

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.

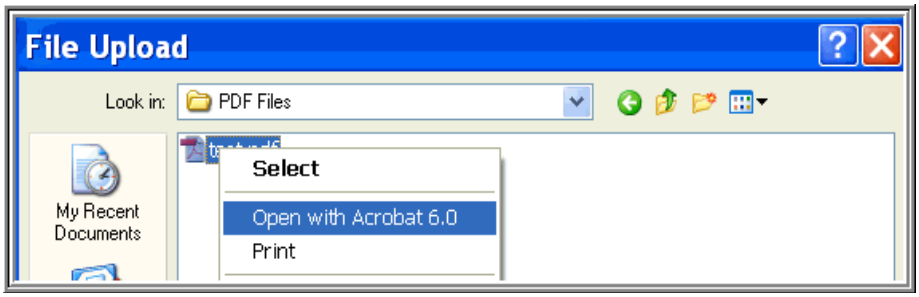
The document must be in PDF with a .pdf suffix. If not, the document will be rejected by ECF.



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.

- If there are **no attachments/exhibits** to the motion
  - Click Attachments to Document: ⊙ No ○ Yes
  - Proceed to Step 6

5. Adding attachments/exhibits to documents

(See Also Electronic Filing Rule 5)

- If there are attachments to the motion
- Click **Yes**

- Click Next

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

- 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 Browse... to search
- Click **Add to List**
- If there are additional attachments, repeat this sequence for each
- When all documents are attached, click Next

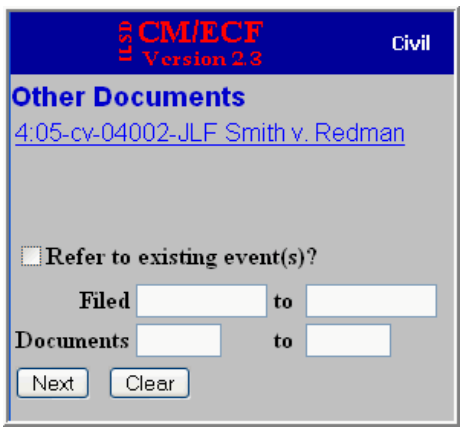
Documents/attachments/exhibits in excess of 5.0 Mb
(See Also Electronic Filing Rule 5)

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

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

Linking Document (Refer to Existing Events)

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

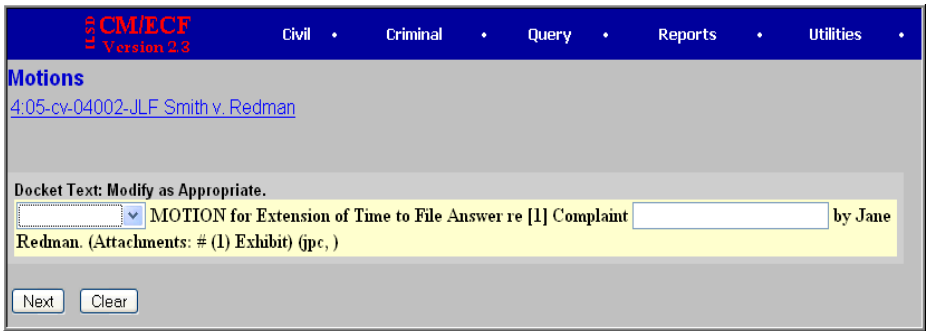
- Check the box in front of "Refer to existing event(s)?" (The date filed or the document number may also be entered)
- Click Next

Existing events list

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

6. Modify docket text

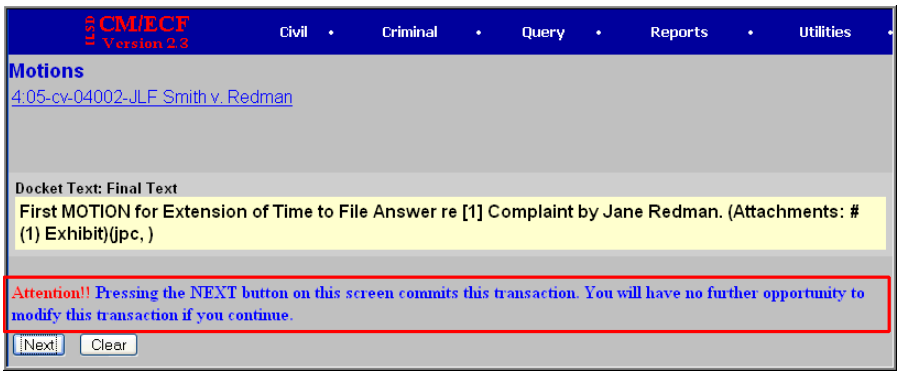
- Click on the (drop-down) modifier list and select the appropriate modifier if any
- Click the open text area to type additional text for the description



Modify Docket Text

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.

8. Notice of Electronic Filing (NEF)

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

Motions
4:05-cv-04002-JLF Smith v. Redman

U.S. District Court TEST

Southern District of Illinois TEST CM/ECF System - version 2.3 - 12/8/04

Notice of Electronic Filing

The following transaction was received from jpc, entered on 2/28/2005 at 11:01 AM CST and filed on 2/28/2005
Case Name: Smith v. Redman
Case Number: 4:05-cv-4002
Filer: Jane Redman
Document Number: 2

Docket Text:
First MOTION for Extension of Time to File Answer re [1] Complaint by Jane Redman. (Attachments: # (1) Exhibit)(jpc,)

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

Document description: Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047403380 [Date=2/28/2005] [FileNumber=13092-0]
[10609e1452259354e8037e5396281674f177c0313fa1fcab085a7ee52b643b113cd8b
3f73c8e84841929689e4bc3a8216e3cf6f56d90bb214f592960083c4f0a]]
Document description: Exhibit
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047403380 [Date=2/28/2005] [FileNumber=13092-1]
[384a51d2fd5ba122820098d050dfa94b04eb889bf266dd67cdcc5e3d93c16b84c9795
70d25b0782f5bc7fa52cef6bb13d60ce959a8bce15e9e2487b9f0c7fc06]]

4:05-cv-4002 Notice will be electronically mailed to:

4:05-cv-4002 Notice will be delivered by other means to:

Ann M. Smith
Johnson & Bell
Cook County
55 East Monroe Street
Suite 4100
Chicago, IL 60603-5896

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.

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.

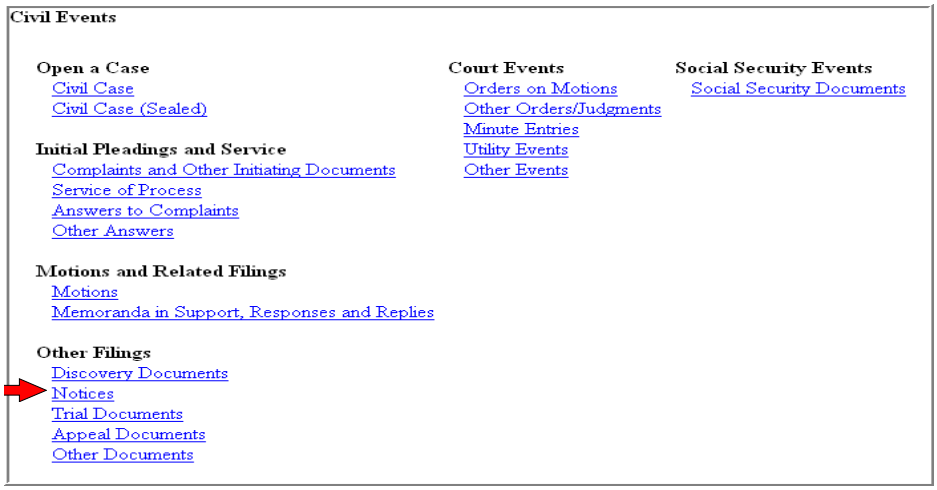
Individuals who receive Notice of Electronic Filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the Notice of Electronic Filing. The filer is permitted one free look at the document to verify that the pleading was properly docketed. 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.

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.

Filing A Notice of Appearance (Entry of Appearance)

1. Select the type of document to file

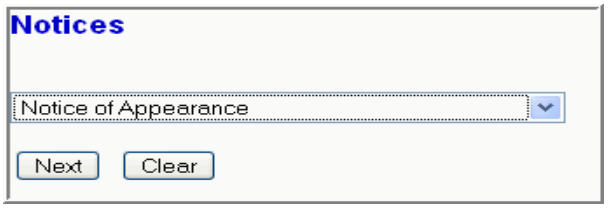
   - Select **Civil** from the blue bar at the top of the Main Menu
   - Click **Notices**



Civil Events - Notices

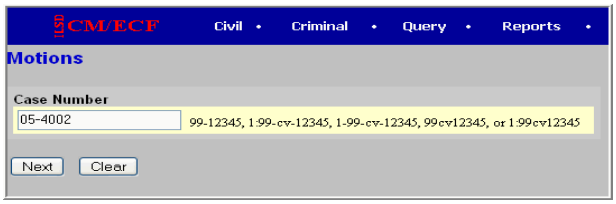
2. Select the type of Notice

   - Select Notice of Appearance



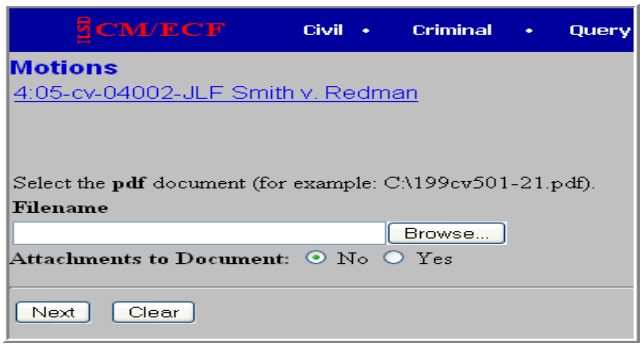
Notice of Appearance

3. Enter the case number



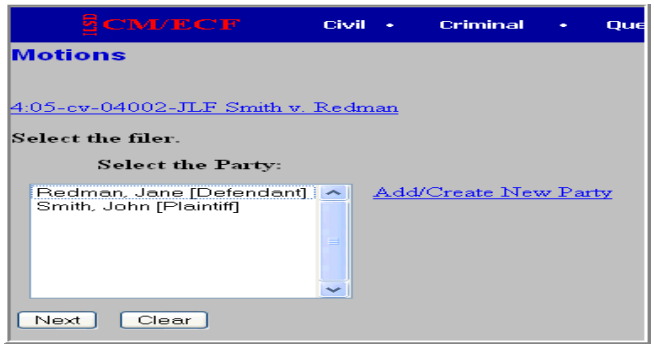
Case Number

4. Browse for the document

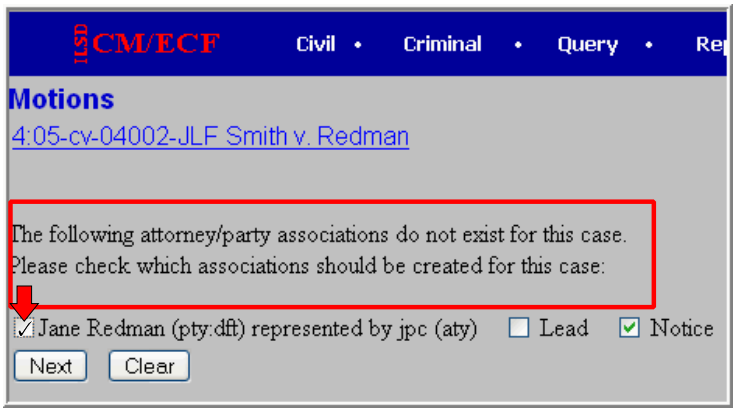


Attach PDF Document

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



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



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:

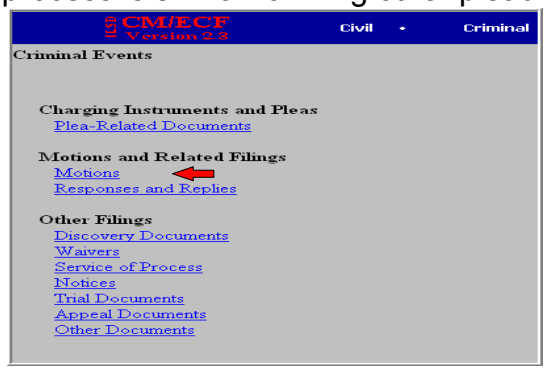
1. Select the type of document to file (*see* Appendix D);
2. Enter the case number in which the document is to be filed;
3. Designate the defendant to whom the filing relates;
4. Select the type of motion;
5. Specify the Portable Document Format (PDF) file name and location for the document to be filed;
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**

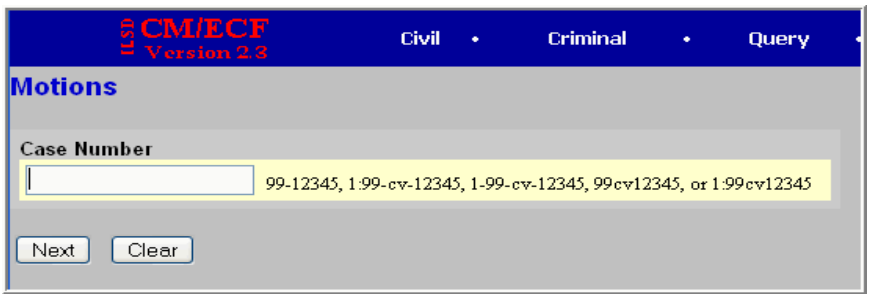
This section describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF.



Criminal Motions

2. Enter the case number

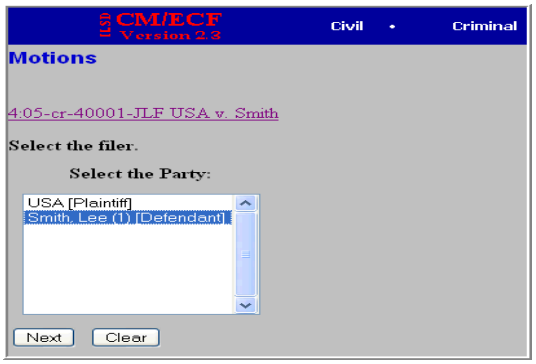
- If the number is entered incorrectly, click [Clear] to re-enter
  OR
- If the system indicates an invalid case number, click **[Back]** to re-enter
- When the case number is correct, click [Next]



Case Number

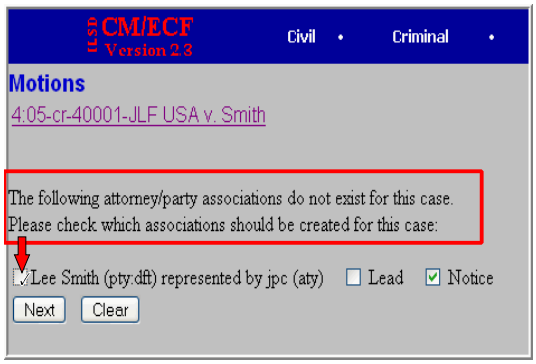
3. Designate the defendant to whom the filing relates

- Click on the name of the party



Select Party

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



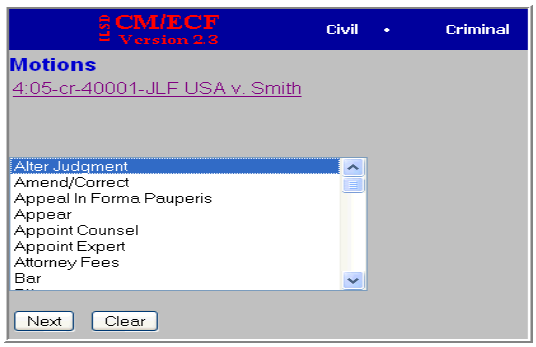
Attorney/Party association

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”).

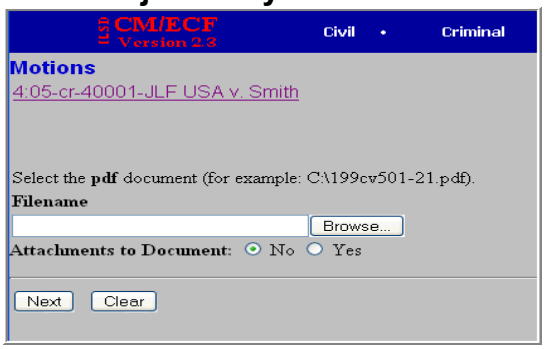


Criminal Motion Types

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.

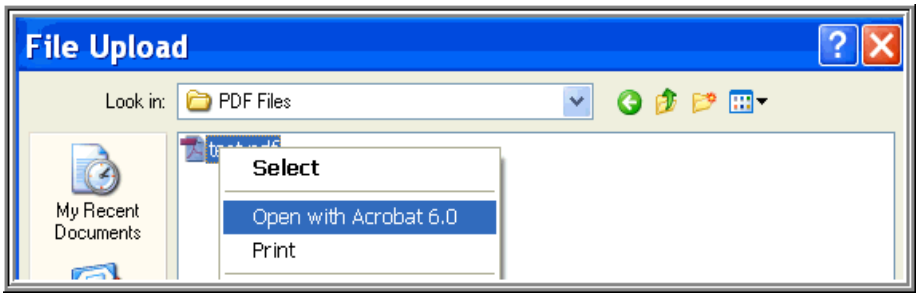
The document must be in PDF with a .pdf suffix. If not, the document will be rejected by ECF.



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

- 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

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 Next

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

- 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 Browse... to search
- Click **Add to List**
- If there are additional attachments, repeat this sequence for each
- When all documents are attached, click Next

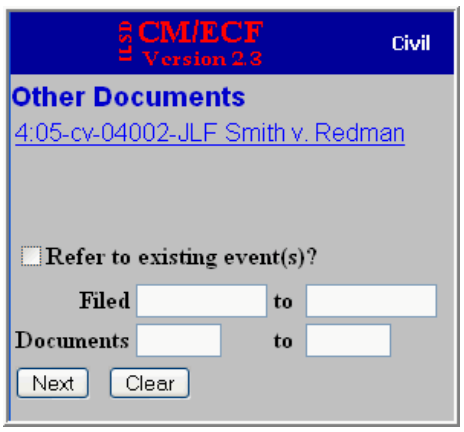
Documents/attachments/exhibits in excess of 5.0 Mb
(See Also Electronic Filing Rule 5)

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

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

Linking Document (Refer to Existing Events)

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

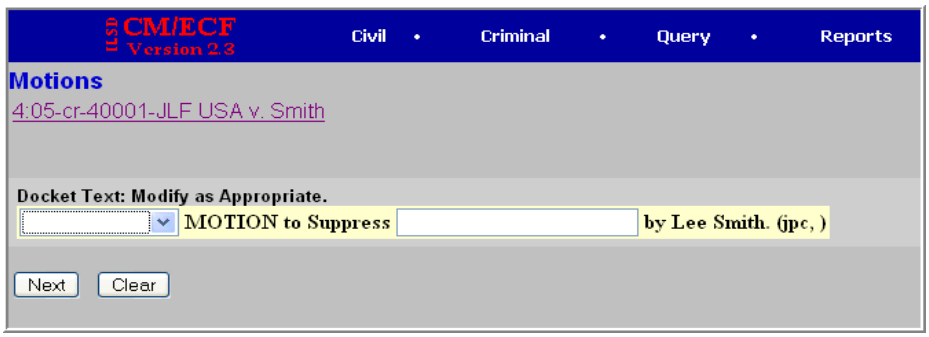
- Check the box in front of "Refer to existing event(s)?" (The date filed or the document number may also be entered)
- Click Next

Existing events list

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

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 Next

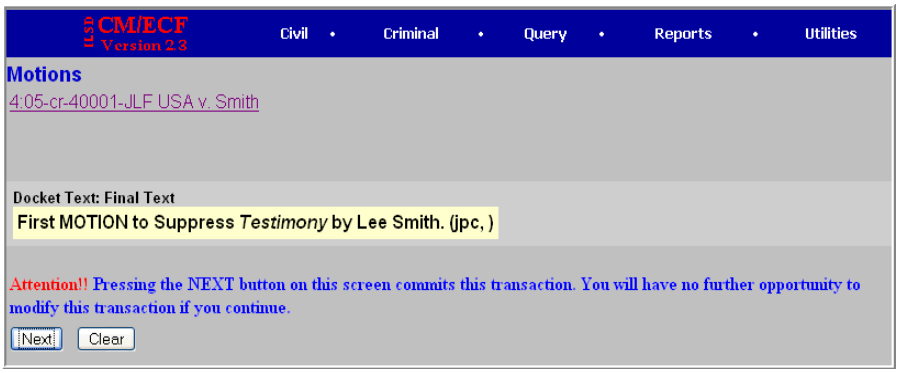


Modify Docket Text

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 [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.

9. Notice of Electronic Filing (NEF)

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

Motions
4:05-cr-40001-JLF USA v. Smith

U.S. District Court TEST

Southern District of Illinois TEST CM/ECF System - version 2.3 - 12/8/04

Notice of Electronic Filing

The following transaction was received from jpc, entered on 3/2/2005 at 2:12 PM CST and filed on 3/2/2005
Case Name: USA v. Smith
Case Number: 4:05-cr-40001
Filer: Dft No. 1 - Lee Smith
Document Number: 2

Docket Text:
First MOTION to Suppress *Testimony* by Lee Smith. (jpc,)

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

Document description: Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047403380 [Date=3/2/2005] [FileNumber=13104-0] [
6813bf0d38cf49915dff5bf239064d41e24aecb16008c7d64db2e9e8b67a24e7927bb3
a64efc6fd4bab03332c6cd87d8d7b48042f2f8009f357624f93c977d73]]

4:05-cr-40001-1 Notice will be electronically mailed to:

4:05-cr-40001-1 Notice will be delivered by other means to:

Michael C. Carr
Assistant U.S. Attorney - Benton
402 West Main Street
Suite 2A
Benton, IL 62812

Lee Smith
,

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.

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.

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.

Query Feature

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

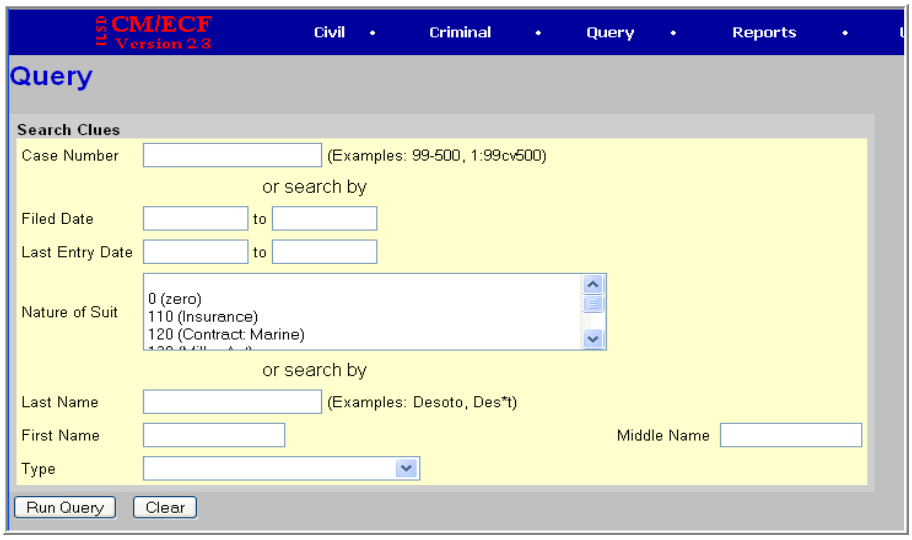
- Click **Query**

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.

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

- Enter the **Case Number**
- Click **[Run Query]**

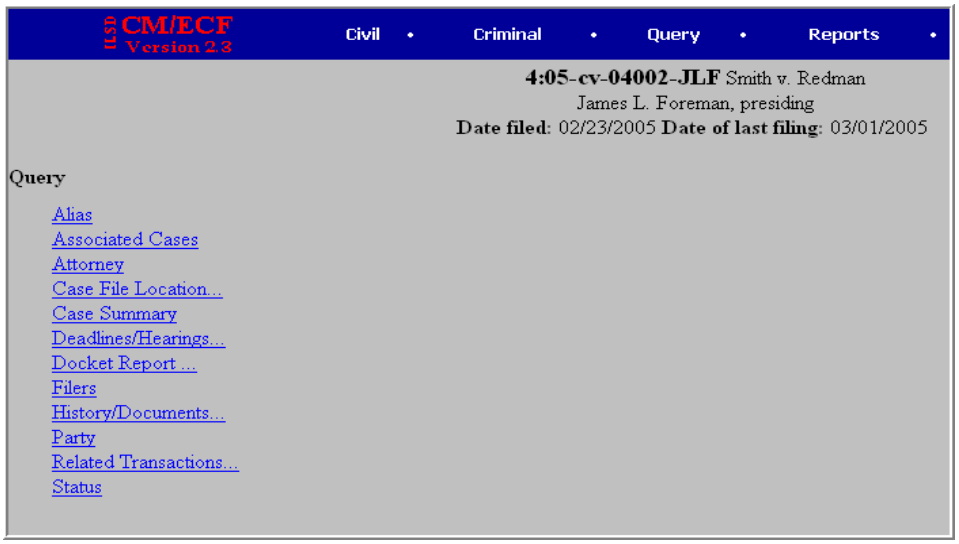


Query Search Options

- 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.

- 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.

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.

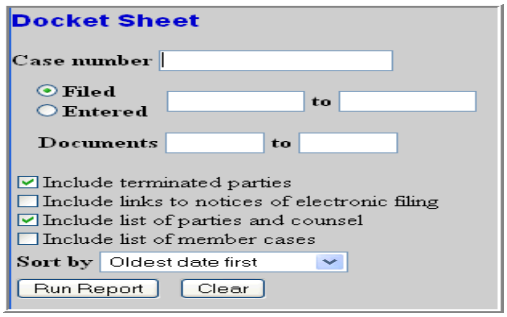
- Calendar Events will search directly from the ECF database.

Docket Sheet

- Click **Docket Sheet**
- Select search criteria

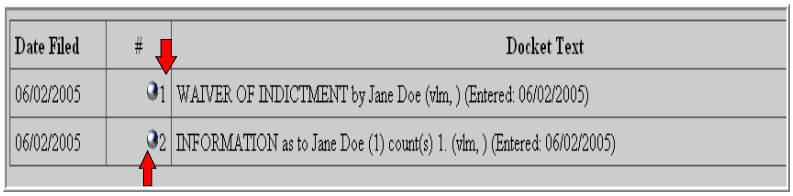
You may select a range for your docket report, as well as a range of document numbers. If you leave the range fields blank, ECF will default to display the entire docket report. Place a checkmark in the box to include links to Notice of Electronic Filing (NEF) if you wish to view them from the docket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



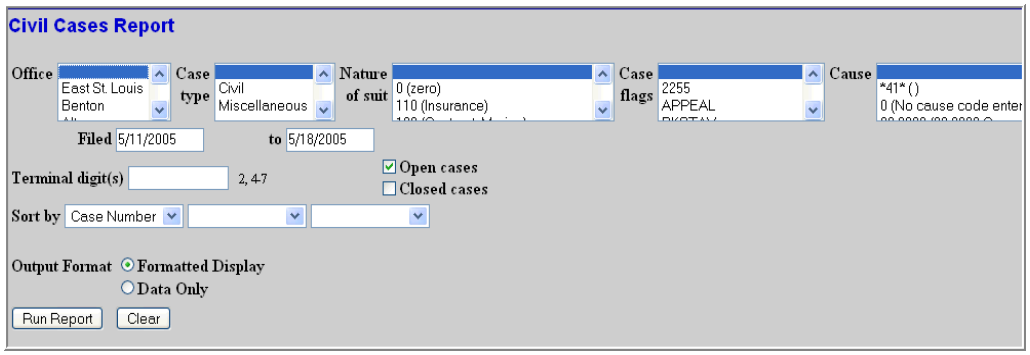
Date Filed	#	Docket Text
06/02/2005	1	WAIVER OF INDICTMENT by Jane Doe (vlm,) (Entered: 06/02/2005)
06/02/2005	2	INFORMATION as to Jane Doe (1) count(s) 1. (vlm,) (Entered: 06/02/2005)

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]**

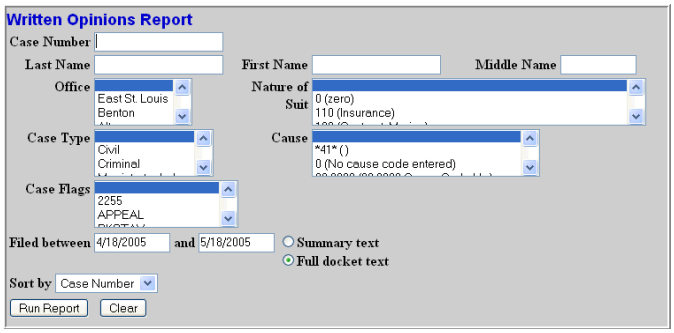


Civil Cases Criteria

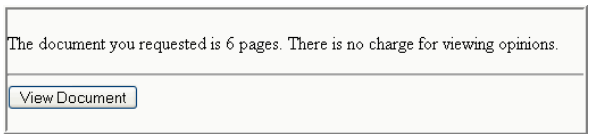
Written Opinions

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 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.

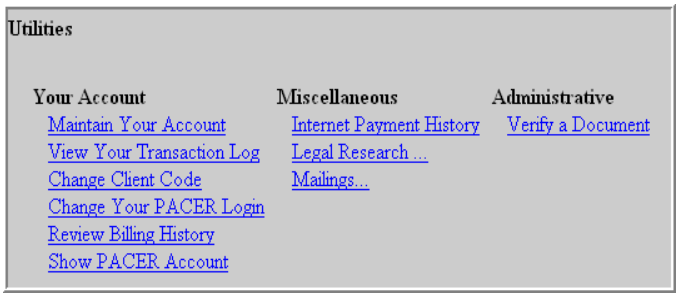


Utilities Feature

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.

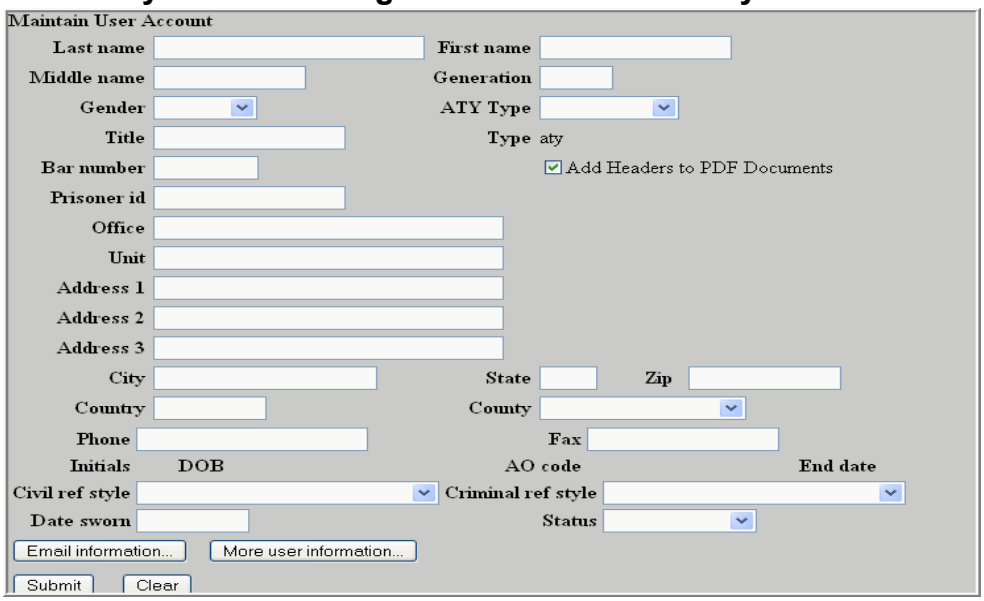


Utilities Options

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.**

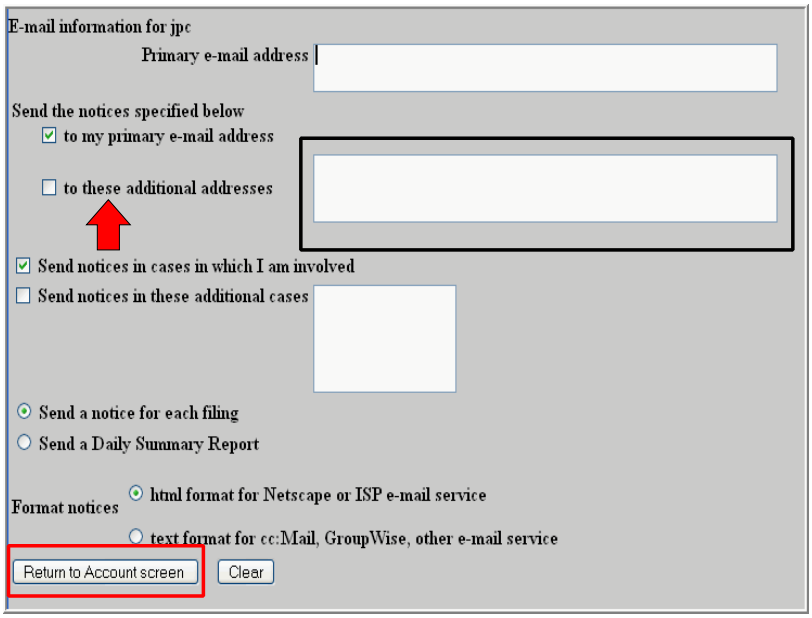


8.1 Maintain Your Account

- 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@ilsd.uscourts.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)

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]**.

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.

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.

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)

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

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 A

UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF ILLINOIS

ELECTRONIC FILING REGISTRATION FORM

Instructions: Complete this form to request an Electronic Case Filing (ECF) account from the United States District Court, Southern District of Illinois. Complete the form on-line and submit the form on-line or print a hard copy, sign it, and present it to the Clerk's office at the address provide. **After verification, your user id and password will be electronically mailed to the e-mail address listed on the registration form.**

Please Print or Type

First Name: _____ Middle Initial/Name: _____
Last Name: _____Generation (i.e., Sr., Jr.):_____
Bar Id No.: _____
Affiliation/Firm Name:_____
Mailing Address(es):_____
City:_____ State: _____ Zip Code: _____
Telephone Number: ( ) _____- _____ Fax Number: ( )_____- _____
E-mail Address:_____

Are you admitted to practice in the Southern District of Illinois? ☐ Yes ☐ No
If Yes, are you a member in good standing? ☐ Yes ☐ No
Are you admitted to practice pro hac vice in the Southern District of Illinois? ☐ Yes ☐ No

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

By submitting this registration form, the undersigned agrees to abide by all court rules, orders, policies, and procedures governing the use of ECF. The undersigned also consents to receiving NEF pursuant to Fed. R. Civ. P. 5(b) and 77(d) via the court's ECF. The combination of user id and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their password and immediately notify the court if they learn that their password has been compromised.

Click button below to submit form on-line or submit completed Registration Form to the clerks office or via U. S. Mail to:

United States District Court
Southern District of Illinois
Attn: ECF Registration
P. O. Box 249
East St. Louis, IL 62202

Court Use Only

User Code Assigned: _____

Password Assigned: _____

Issuer: _____

Once your registration is complete, you will receive notification as to your user id and password. Procedures for using the system will be available for downloading at www.ilsd.uscourts.gov . You may contact the ECF Help Desk at 1-866-867-3169 or 1-866-222-2104 if you have questions concerning the registration process.

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:

☐ The document or item cannot be converted to an electronic format

☐ [Plaintiff/Defendant] is excused from filing this document or item by court order.

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

ECF Civil Events Continued

Motions (Continued)

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

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

ECF Criminal Events Continued

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

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