

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 September 2009

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 filing a new case by e-mail, complaint/notice of removal 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 your case in ECF 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. 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.

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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.



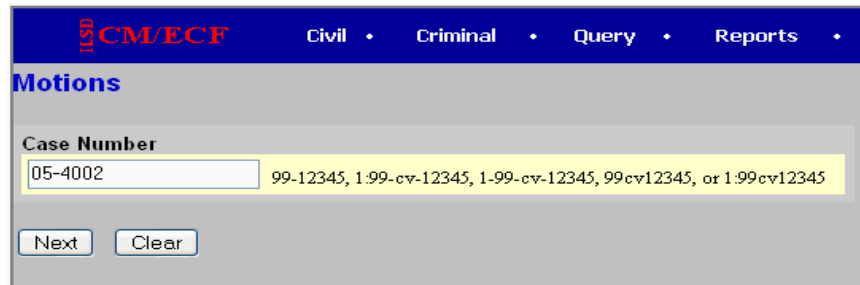
Civil Events - Motions

- 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”).

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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



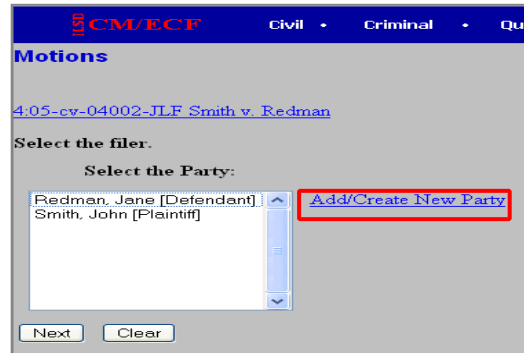
The screenshot shows the CM/ECF interface. At the top, there is a blue navigation bar with the text "CM/ECF" in red and "Civil • Criminal • Query • Reports •" in white. Below this, the word "Motions" is displayed in blue. The main content area is light gray and contains a "Case Number" label above a text input field. The input field contains the text "05-4002". To the right of the input field, there is a yellow tooltip box containing the text "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

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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 . 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,

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

US CM/ECF Civil • Criminal • Query • Reports • Edit-Utils

Party Information

Last name Pa First name
Middle name Generation
Title
Role Defendant (dt;pty) Pro se no
Prisoner Id Office
Unit Address 1
Address 2 Address 3
City State Zip
County Country
Phone Fax
E-mail
Party text
Start date 2/23/2005
Submit Cancel Clear

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.

US CM/ECF Civil • Criminal • Query • Re

Motions

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

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

Jane Redman (pty;dt) represented by jpc (aty) Lead Notice
Next Clear

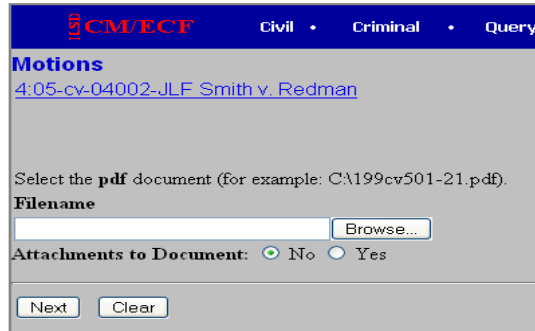
Party Association

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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.

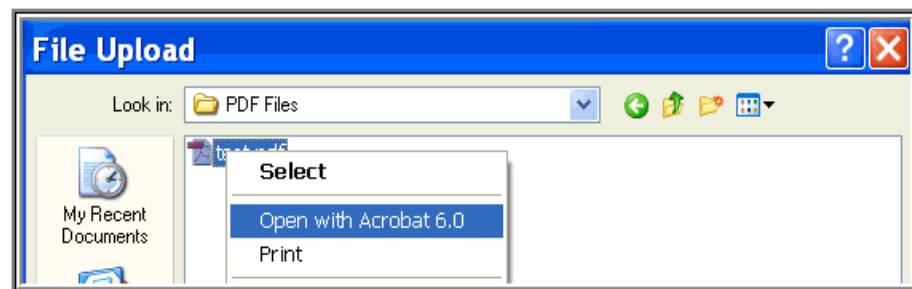
The document must be in PDF with a .pdf suffix. If not, the document will be rejected by ECF.



Attach PDF Document

- Enter the full path name of the document to be filed in the space provided
OR
- Click 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.

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

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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 2.4 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 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
<input type="text"/>	<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

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

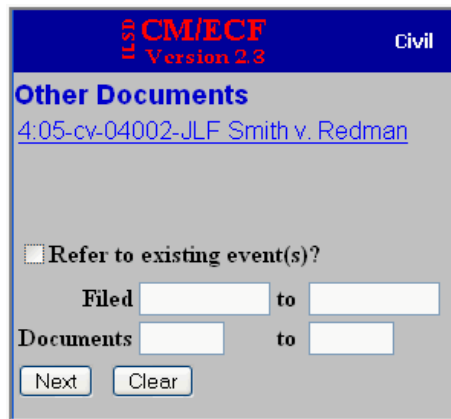
All documents must be electronically filed. If the document exceeds 5.0 Mb (5,120 Kb), then it must be divided into segments with the first segment as the main document. All subsequent segments will be attachments to the main document. Each segment should not exceed 5.0 Mb. This rule does not alter Local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

<p>Note: Filers must not attach any pleading or other paper already on file with the court. Merely refer to that document number.</p>
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Linking Document (Refer to Existing Events)

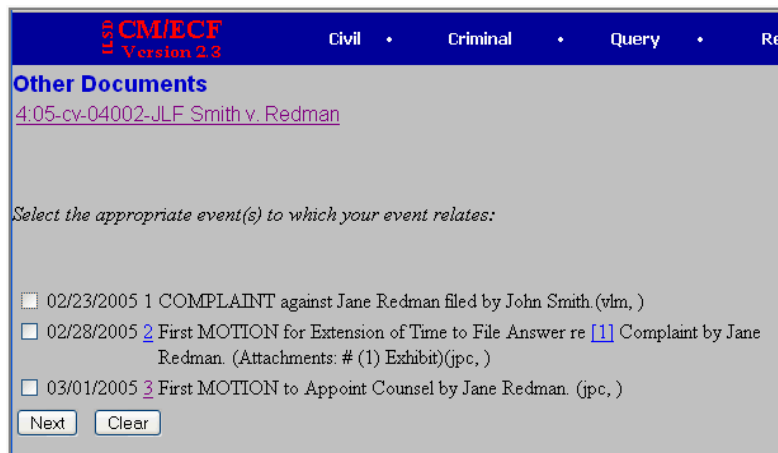
Some documents such as affidavits and supplements should be “linked” to their related events in the case. When filing these and certain other types of documents, the following screen will be presented



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



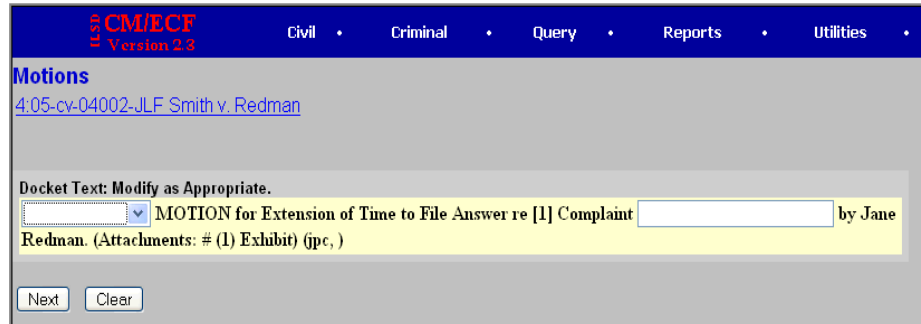
Existing events list

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

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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



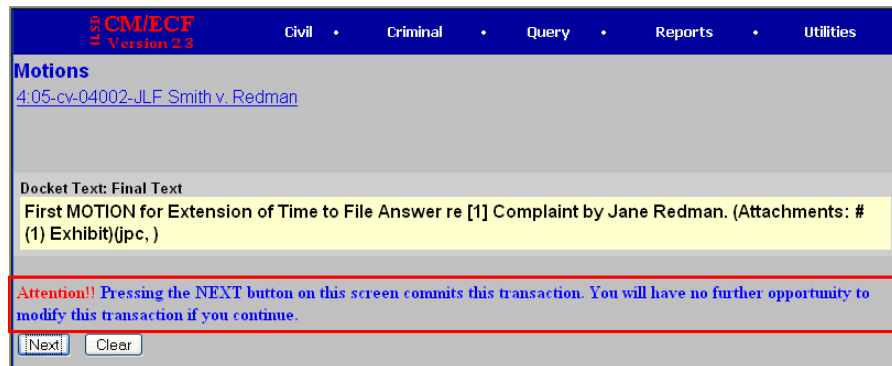
The screenshot shows the CM/ECF Version 2.3 interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, and Utilities. The main content area is titled "Motions" and displays the case number "4:05-cv-04002-JLF Smith v. Redman". Below this, the "Docket Text" section is highlighted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

Modify Docket Text

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7. Submit the pleading to ECF

- Click 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 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.

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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]
[10609e1452259354e8037e5396281674e177c0313fa1fcab025a7ee52b643b113cd8b
3f73c8e84841929689e4bc3a8216e3cf6f56d90bb214f592960083c4f0a]]

Document description: Exhibit
Original filename: n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1047403380 [Date=2/28/2005] [FileNumber=13092-1]
[384a51d2f35ba122820098d050dfa94b04eb889bf266dd67dccc5e3d93c16b84c9795
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.

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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.

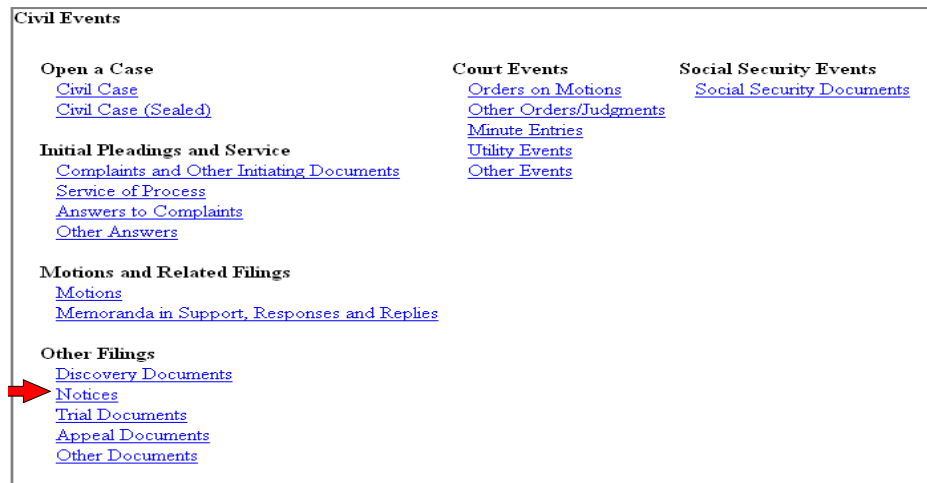
<p>Note: It is the filer's responsibility to serve hard copies of the pleading upon attorneys and parties who are not registered for electronic notification.</p>
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Filing A Notice of Appearance (Entry of Appearance)



1. Select the type of document to file
 - Select **Civil** from the blue bar at the top of the Main Menu
 - Click **Notices**



Civil Events - Notices

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

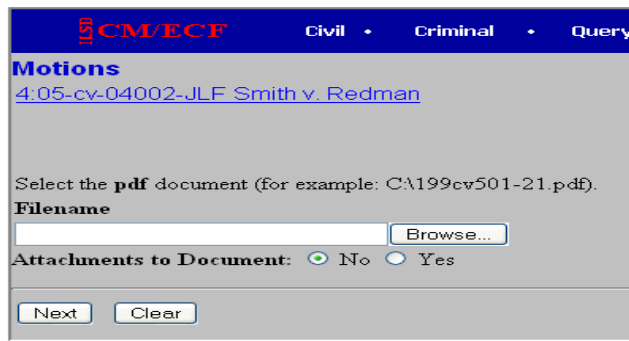
Notice of Appearance

3. Enter the case number

Case Number

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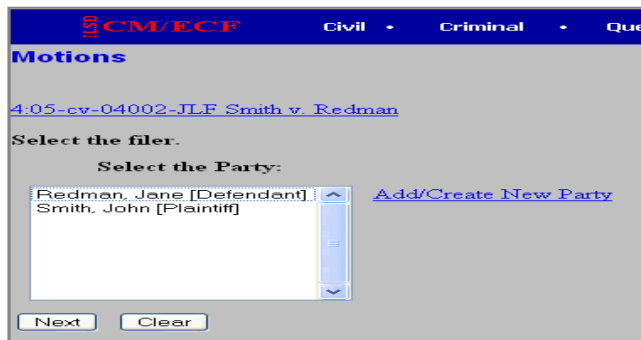
4. Browse for the document



The screenshot shows the CM/ECF 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.

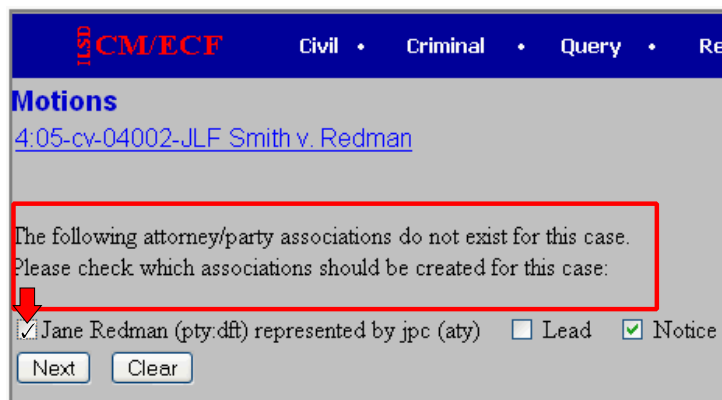
Attach PDF Document

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



The screenshot shows the "Select the filer" step. The instruction is "Select the Party:". A dropdown menu is open, showing "Redman, Jane [Defendant]" and "Smith, John [Plaintiff]". 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 "The following attorney/party associations do not exist for this case. Please check which associations should be created for this case:" section. A red box highlights this text, and a red arrow points to the first association: " Jane Redman (pty.dft) represented by jpc (aty) Lead Notice". There are "Next" and "Clear" buttons at the bottom.