

## 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.



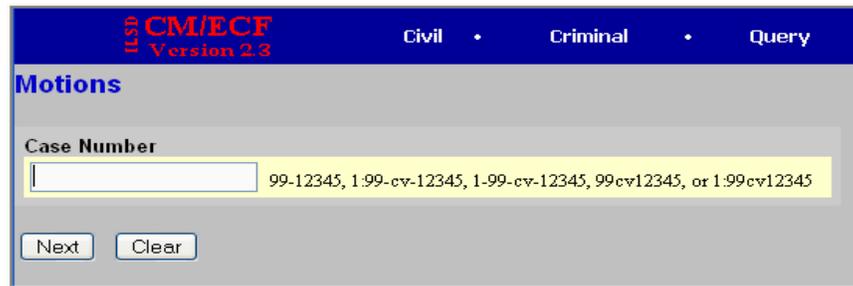
Criminal Motions

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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 Version 2.3 interface. At the top, there is a blue navigation bar with the text "Civil", "Criminal", and "Query" separated by dots. Below this is a section titled "Motions". Under "Motions", there is a "Case Number" label above an input field. To the right of the input field, a yellow tooltip displays the text: "99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

Case Number

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### 3. Designate the defendant to whom the filing relates

- Click on the name of the party



USA CM/ECF Version 2.3 Civil Criminal

Motions

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

Select the filer:

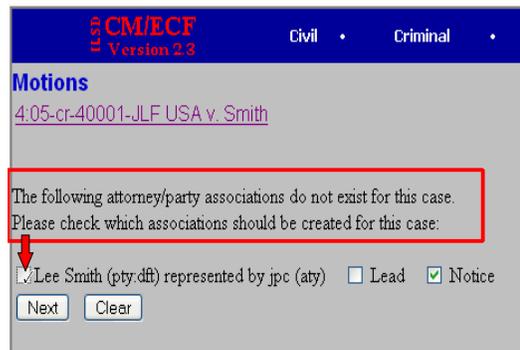
Select the Party:

USA [Plaintiff]  
Smith, Lee (1) [Defendant]

Next Clear

Select Party

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



USA CM/ECF Version 2.3 Civil Criminal

Motions

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

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

Lee Smith (pty.dft) represented by jpc (aty)  Lead  Notice

Next Clear

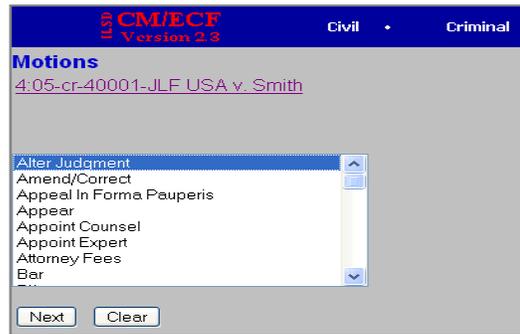
Attorney/Party association

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### 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

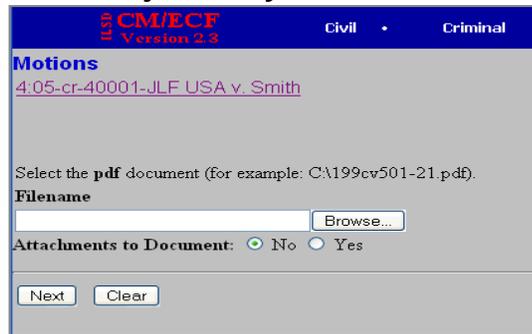
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### 5. Specify the PDF file name and location for the document to be filed

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

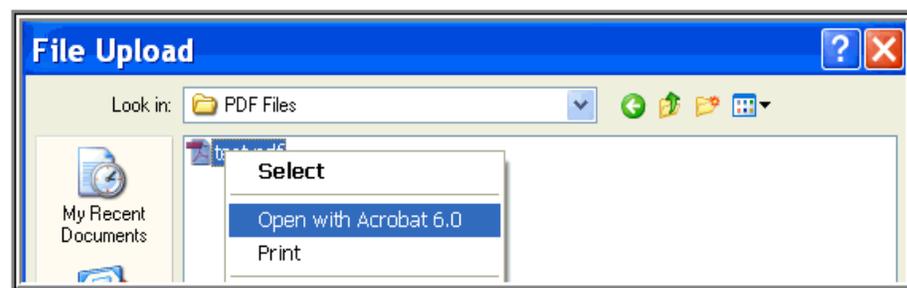
**The document must be in PDF with a .pdf suffix. If not, the document will be rejected by ECF.**



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

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- 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

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### 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**
- 
- Click

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



**CM/ECF**  
Version 2.3

Civil • Criminal • Query • Reports • Utilities • Logout

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

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.

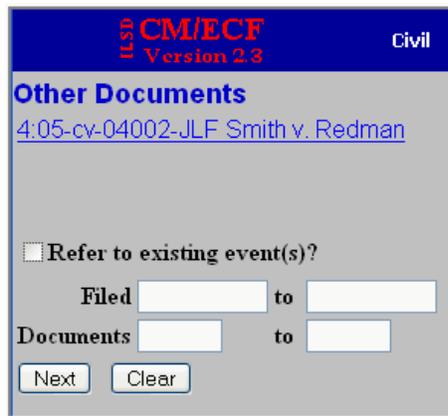
**Note:** Filers must not attach any pleading or other paper already on file with the court. Merely refer to that document number.

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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



US ECF Version 2.3 Civil

**Other Documents**  
4:05-cv-04002-JLF Smith v. Redman

Refer to existing event(s)?

Filed  to

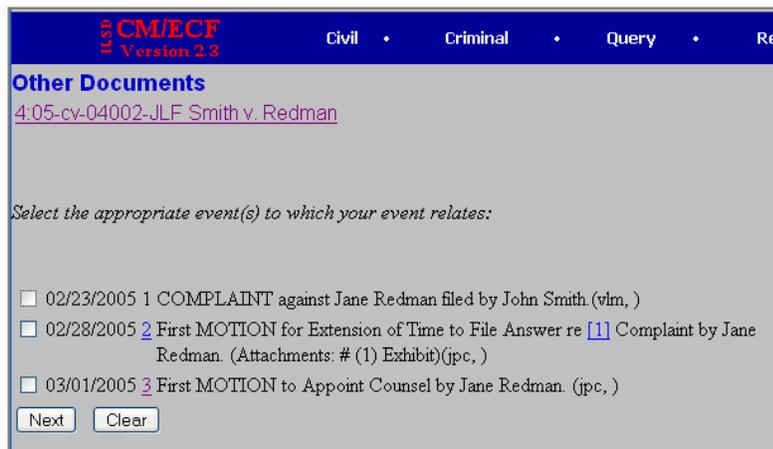
Documents  to

Next Clear

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



US ECF Version 2.3 Civil • Criminal • Query • Re

**Other Documents**  
4:05-cv-04002-JLF Smith v. Redman

Select the appropriate event(s) to which your event relates:

02/23/2005 1 COMPLAINT against Jane Redman filed by John Smith (vln, )

02/28/2005 2 First MOTION for Extension of Time to File Answer re [1] Complaint by Jane Redman. (Attachments: # (1) Exhibit)(jpc, )

03/01/2005 3 First MOTION to Appoint Counsel by Jane Redman. (jpc, )

Next Clear

Existing events list

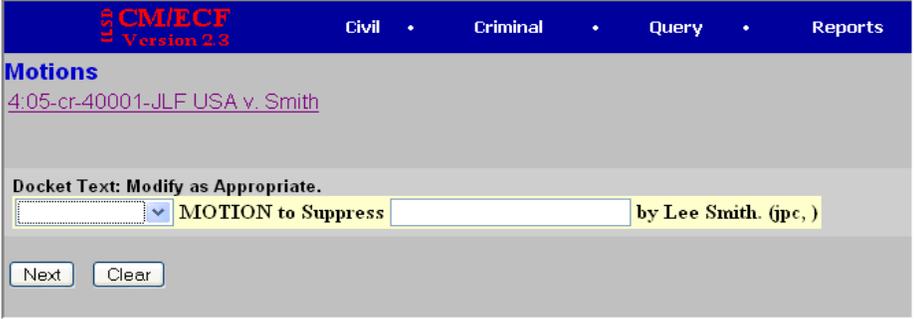
- Click the checkbox for the document to be linked
- Click

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### 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



The screenshot shows the CM/ECF Version 2.3 interface. At the top, there is a navigation bar with 'Civil', 'Criminal', 'Query', and 'Reports' options. Below this, the 'Motions' section is displayed for case 4:05-cr-40001-JLF USA v. Smith. The 'Docket Text' field is highlighted in yellow and contains the text 'MOTION to Suppress' followed by a text input field and 'by Lee Smith. (jpc, )'. There are 'Next' and 'Clear' buttons below the text area.

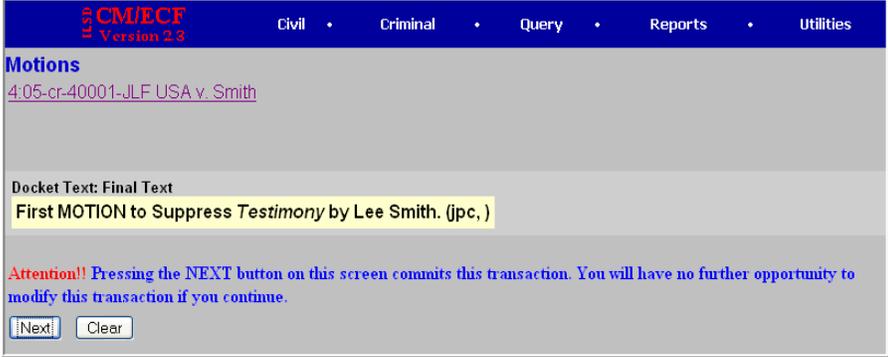
Modify Docket Text

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### 8. Submit the pleading to ECF

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



File Pleading

- Click  to file the pleading

**Note: The above screen contains the following warning.**

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

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

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

**OR**

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

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### 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] [6813bf0d38cf49915dff5bf239064d41e24a6cb16008c7d64db2e9e8b67a24e7927bb3a64efc6fd4bab03332c6c487d8d7b48042f2f8009f357624f93c977d73]]

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.

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

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

<p><b>Note:</b> 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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