

United States District Court Southern District of Illinois



Office of the Clerk of Court

CM/ECF USERS MANUAL

Revised May 2024

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Section 1 - Introduction

Overview

This manual provides basic instruction for using Case Management/Electronic Case Files (CM/ECF) in the Southern District of Illinois. CM/ECF, in conjunction with Public Access to Court Electronic Records (PACER), allows Registered Users to file, retrieve, and view civil and criminal public documents.

Glossary of Terms

TERM	DESCRIPTION
CM/ECF	Case Management/Electronic Case Files.
CM/ECF NextGen	The latest version of CM/ECF, which introduced Central Sign-on (CSO).
CSO	Central Sign-on, a NextGen module that allows public users to access CM/ECF with their PACER credentials.
Division Codes	Venue codes assigned to the separate Divisional Offices of the Court. <ul style="list-style-type: none">• Benton: 4• East St. Louis: 3
Docket Entry	A pleading, order, or other document entered on the docket sheet. Each entry includes a filing date, document number, and docket text. Supplemental docket text supplied by a filer will appear in italicized text. Docket entries are created by users selecting events from the available civil and criminal menus that most accurately describe the proceeding being recorded or document being filed.
Docket Sheet	The Court's permanent record of case filings and proceedings is referred to as the docket sheet. Docket sheet information for a case includes the names of the parties or litigants, attorney information, and general statistical data. Docket sheets also contain a chronological list of the pleadings and other documents filed in a case (docket entries).
Document	Any pleading, motion, exhibit, declaration, affidavit, memorandum, order, notice, or other filing made part of the Court's record.
Fed. R. Civ. P.	Federal Rules of Civil Procedure
Fed. R. Crim. P.	Federal Rules of Criminal Procedure
File Size Limitation	The maximum upload size allowed for a single PDF, which is 35 MB.
Access Restricted to Counsel of Record and Case Participants	Access that restricts document viewing to a case's participants.

LR	Local Rules of United States District Court of the Southern District of Illinois
NEF	Notice of Electronic Filing, an e-mail notice delivered to case participants at the completion of filing.
PACER	Public Access to Court Electronic Records is an electronic public access gateway that allows anyone to obtain public case information, including docket sheets and documents, from any federal court. Registration for a PACER account is free, but there may be a fee associated with accessing case information.
Party	Plaintiff(s), petitioner(s), defendant(s), respondents(s), or any other named participant in a case.
PDF	Portable Document Format, the file format that is used to store documents in CM/ECF.
Registered User	An attorney or <i>pro se</i> litigant who has been granted e-filing privileges in CM/ECF.
Remote Public Access	Access to view a document available via PACER. Access to electronic case files is available for all parties and the public at each divisional office of the Court during regular business hours. A copy fee for reproduction of an electronic document will be charged in accordance with the Schedule of Fees.
Schedule of Fees	A list of services provided by the Court and the fees associated with those services .

System Capabilities

A Registered User with a web browser, word processing software, PDF creation software, and access to the Internet will be able to use CM/ECF to perform the following functions:

- Electronically file documents;
- Receive notification of filings and orders made in cases in which the Registered User is a participant;
- View official docket sheets and documents associated with any public case; and
- View various case-related reports.

User Experience

Basic computer knowledge and skills are necessary to use CM/ECF.

Registered Users should have a working knowledge of the operating systems on their computers, including web browsing, opening and closing programs, word processing, PDF creation, and printing.

Hardware and Software Requirements

Note: Some versions of Safari make finding and uploading PDF files into CM/ECF difficult or impossible. Apple users should use an alternative browser, such as Google Chrome, Microsoft Edge or Mozilla Firefox.

The following are the minimum requirements for using CM/ECF:

- A personal computer;
- A high-speed Internet connection;
- A compatible browser that supports 128-bit encryption and has javascript and cookies enabled;
- A word processor that is able to create PDF files, such as Microsoft Word;
- Software and/or flatbed scanner to convert documents to PDF format;
- Software to read PDF documents;
- A valid, active e-mail account.

Section 2 - Resources

CM/ECF and PACER Assistance

For assistance regarding electronic filing, contact the ECF Help Desk at (866) 867-3169 or (866) 222-2104.

For assistance regarding the viewing of federal court case information or the recovery of login credentials, visit the PACER Service Center website at pacer.uscourts.gov.

The Court Website

The Court website (www.ilsd.uscourts.gov) contains information relating to the work of the Court, including this manual, the Local Rules, Standing Orders, Court Policies, and Court contact information.

Section 3 - Obtaining Filing Access in CM/ECF

Introduction

Only registered CM/ECF users are granted access to file in CM/ECF. As of August 21, 2021, all public users of CM/ECF—including attorneys and self-represented parties who have been granted filing privileges—must access CM/ECF using credentials for an upgraded individual PACER account.

Individuals seeking to become registered users must request CM/ECF filing privileges via PACER by applying for admission or, for those already admitted or for self-represented parties that are allowed to e-file, submitting a registration request.

New Southern District of Illinois CM/ECF Users

Attorneys that have not been admitted and self-represented parties that have not previously been allowed to e-file are required to apply for admission or request registration using an upgraded individual PACER account.

Attorneys Seeking General Admission to Practice in the Southern District of Illinois

Attorneys seeking admission to practice in the District should follow the [admission instructions](#) on the Court's website.

Pro Hac Vice Admission

Attorneys from other districts seeking to appear *pro hac vice* in this District should follow the [pro hac vice admission](#) instructions. Attorneys that have completed those instructions must then file a Motion to Appear *Pro Hac Vice* in each individual case in which they wish to appear.

Self-Represented (Pro Se) Parties

Pro Se parties wishing to e-file should [follow the instructions](#) on the Court's website regarding self-representation.

Previous CM/ECF Users

Individuals who had filing access to CM/ECF before August 21, 2021, including admitted attorneys and *Pro Se* parties who were granted access to e-file in a case, must submit a registration request using an upgraded individual PACER account to link that PACER account to an existing CM/ECF filing account. See **Submitting a Registration Request in PACER**, below.

Submitting a Registration Request in PACER

Use these instructions if:

- You are an attorney who has been admitted to the bar of the U.S. District Court of the Southern District of Illinois, but you have not filed electronically since before August 21, 2021.
- You are a *Pro Se* party who has been granted access to e-file in one or more of your cases.

STEP	ACTION
1	Navigate to pacer.uscourts.gov . Mouse over the Manage Your Account panel under What can we help you accomplish? and click on Manage My Account Login. Click the Log in to Manage My Account button and log in with your upgraded PACER credentials.
2	Click on the Maintenance tab.
3	<ul style="list-style-type: none">• Attorney Filers: click the Attorney Admissions/E-File Registration link.• Self-Represented Party Filers: click the Non-Attorney E-File Registration link.
4	Select District for Court Type and Southern District of Illinois for Court. Click Next.
5	Click the E-File Registration Only button and follow the instructions. The request will be sent to the Southern District of Illinois, where generally it will be processed in under 24 hours. You may check the status of your request in PACER by clicking the Check E-File Status link under the Maintenance tab.

Accessing CM/ECF

Navigate to <https://ecf.ilsd.uscourts.gov>. The browser will be redirected to PACER. Enter valid PACER credentials and a client code, if necessary. Successful logins will be redirected back to CM/ECF.

The client code field is an optional field available on the login screen for PACER tracking purposes. Any client code is entered for a transaction will be reflected on the billing statement generated by the PACER Service Center.

Because CM/ECF is accessed with PACER credentials, user name and password maintenance must be done through PACER's [lost username](#) or [lost password](#) utilities or by contacting PACER directly. The user's e-mail address, in addition to either the account number or date of birth and first and last names, are required to reset a username or password in PACER. **The Court is unable to reset a user's PACER username and password.**

Section 4 - Event Selection and Transactions

Events

After logging into CM/ECF, registered users will be able to use the main menu to file documents or perform other tasks.



The filing events are organized by category:

MENU ITEM	TYPES OF EVENTS
Civil	Civil case filings, such as motions, notices, service documents, responses, replies, and answers.
Criminal	Criminal case filings, such as plea-related documents, motions, responses, replies, appeal documents, notices, and trial documents.
Query	Run name searches, create docket activity reports, look up case numbers, etc.
Reports	Access the written opinions report, run civil and/or criminal case reports, calendar event reports, docket sheet reports, etc.
Utilities	View Court information, link a PACER account to a CM/ECF account, review billing history, etc.
Search	Search for events.

Civil Events

The menus of events under the Civil selection include: Open a Case, Initial Pleadings and Service, Motions and Related Filings, Other Filings, Social Security Events, and Good Standing.

Criminal Events

The menus of events under the Criminal selection include: Charging Instruments and Pleas, Motions and Related Filings, and Other Filings.

Selection of the links under those headings reveals the individual docket events. To electronically file a Trial Brief in a civil case, for example, you would first select Civil from the main menu and click on the Trial Documents menu under Other Filings. The event Trial Brief appears under the Trial Documents menu.

Trial Documents

Available Events (click to select an event)

Exhibit
Exhibit List
Jury Impaneled
Jury Instructions
Jury Notes
Jury Notes - Unredacted
Jury Verdict
Jury Verdict - Unredacted
Jury Verdict on Forfeiture
Peremptory Challenges
Trial Brief
Voir Dire Questions
Witness List

Next

Clear

Selected Event

Trial Brief

Search Function

If you are having trouble finding a specific event, click the Search function and start typing the name of the event you wish to file. A list of all events that include the word entered in the search field will be displayed.

Search results for 'trial brief'

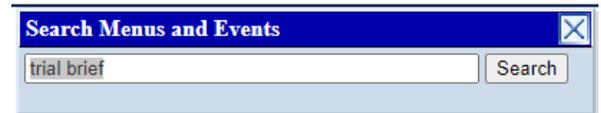
2 events found

Civil Events → Other Filings → Trial Documents

[Trial Brief](#)

Criminal Events → Other Filings → Trial Documents

[Trial Brief](#)



Find the correct event and click on the event name to begin the filing process.

Browser "Back" and "Forward" Buttons

DO NOT USE the browser BACK and FORWARD buttons to navigate through CM/ECF. If an event was selected in error or incorrect information was entered on a prior screen, navigate back to the Civil or Criminal menu and begin again.

Section 5 - Electronic Filing Protocols

Creating and Filing Documents

The standard format for electronically filed documents is Portable Document Format or PDF. At the time of filing, CM/ECF evaluates the document for compliance with PDF standards and will reject PDFs with the following content:

- JavaScript
- encryption

- password protection
- scripts that can launch an external application
- internal attachments
- embedded audio or video

CM/ECF will also reject PDF files that are not compliant with PDF standards,

In addition to the above requirements, the Southern District of Illinois prohibits un-flattened fillable forms and requires that all PDF documents be text-searchable.

More information about creating, uploading, and viewing PDFs is available on the [PACER website](#).

Creating Compliant PDF Documents

There are three primary methods for creating PDF documents: (1) saving a document as a PDF directly from the word processing program, (2) printing a document to PDF, or (3) scanning documents from paper into PDF. All PDF documents filed in CM/ECF are required to be text-searchable.

1. Saving as PDF

Saving a document to PDF directly from your word-processing program is the preferred method of creating PDFs. Most PDFs created this way are optimized and meet text-searchable requirements.

2. Printing to PDF

In some instances, printing to PDF is preferable. This is the case for any PDF-fillable form or for any PDF or document that contains scripts or code. **NOTE:** If CM/ECF blocks a PDF from being uploaded, printing the file to PDF frequently solves the problem.

3. Scanning to PDF

Scanning a document creates an image, and, therefore, scanned documents are much larger than documents saved directly to PDF. In addition, an optical character recognition (OCR) program is required.

PDF Fillable Forms

DO NOT upload a PDF fillable form to CM/ECF. Instead, print or flatten the fillable PDF before uploading it to CM/ECF so that the fillable fields are removed.

PDF/A

PDF/A is an International Standards Organization (ISO) standard document format. PDF/A documents are self-contained and do not rely on or access information outside of the document itself to display the information contained within the document. Accordingly, the PDF document appears, and will continue to appear, identical to the document from which it was created, no matter where or when it is accessed. As a result, most PDF/A documents will have a slightly larger file size.

The Southern District of Illinois does not require filings to be in PDF/A format at this time.

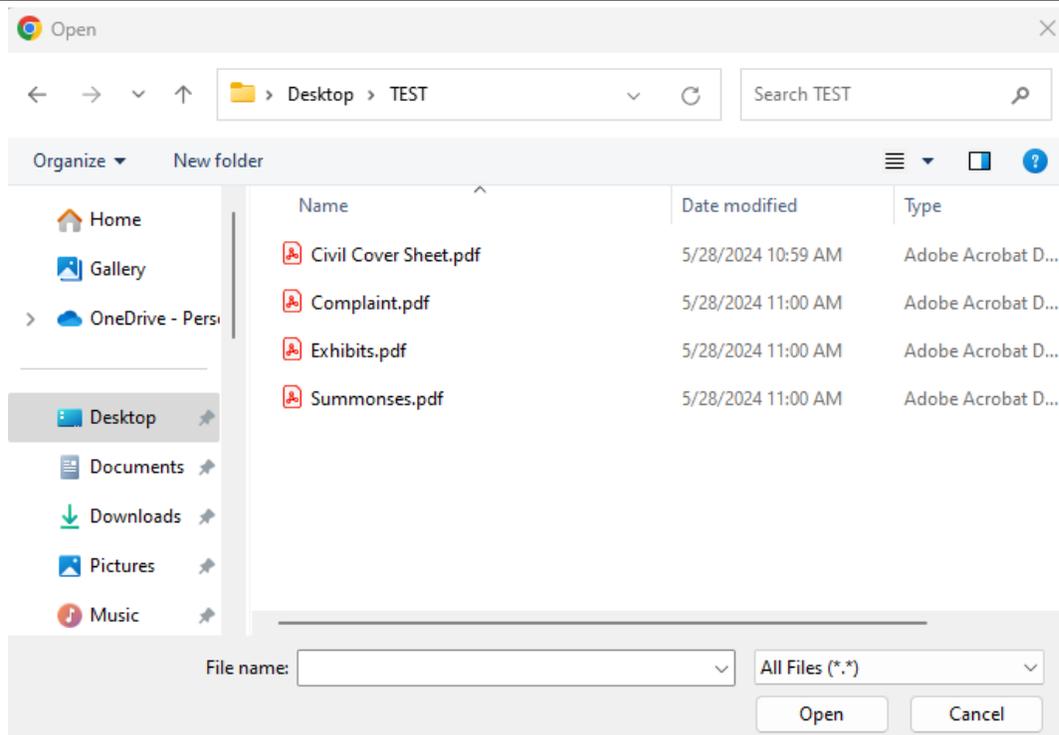
File Size Limits

PDF files that exceed 35 MB will not be accepted by CM/ECF. Files that exceed this limit must be broken down into smaller, separate files and uploaded as attachments to the main document.

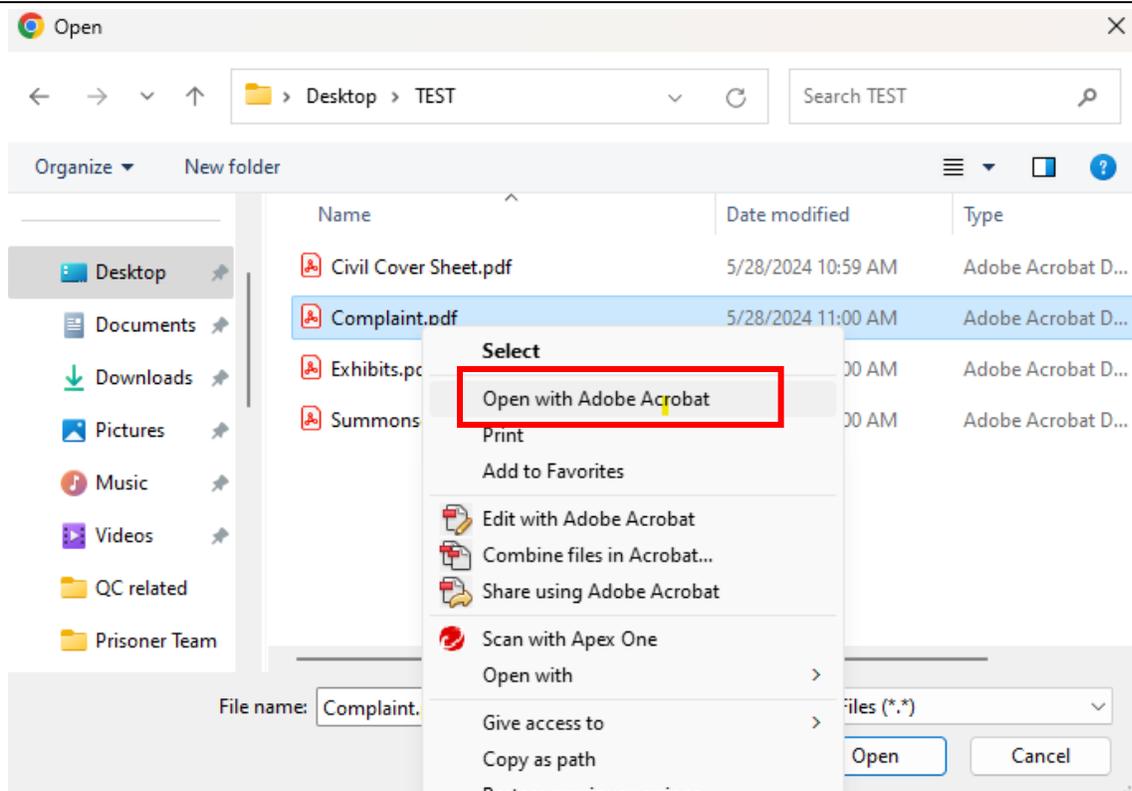
Uploading Documents:

STEP	SCREEN
<p>This is the document attachment screen, which is presented in all public-user events.</p>	 <p>The screenshot shows a web interface for uploading documents. At the top, it says "Complaints and Other Initiating Documents" followed by case information: "3:22-cv-00002-SMY Williams v. Cooper Tire & Rubber Company" and "CASE CLOSED on 01/25/2022". Below this, it says "CLOSED" and "Select the PDF document and any attachments." There are two sections: "Main Document" and "Attachments". Each section has a "Choose File" button and the text "No file chosen". The "Attachments" section also includes a "Category" dropdown menu and a "Description" text input field. At the bottom, there are "Next" and "Clear" buttons.</p>
<p>REMINDER: PDF Fillable Forms should be flattened prior to attachment. All pleadings and documents, including attachments and exhibits, must be filed as text-searchable PDF files unless otherwise directed by the Court.</p>	
<p>The main document should be the pleading. Click Choose File to locate the document for attachment.</p>	 <p>This screenshot is identical to the one above, but with a red rectangular box highlighting the "Choose File" button in the "Main Document" section.</p>

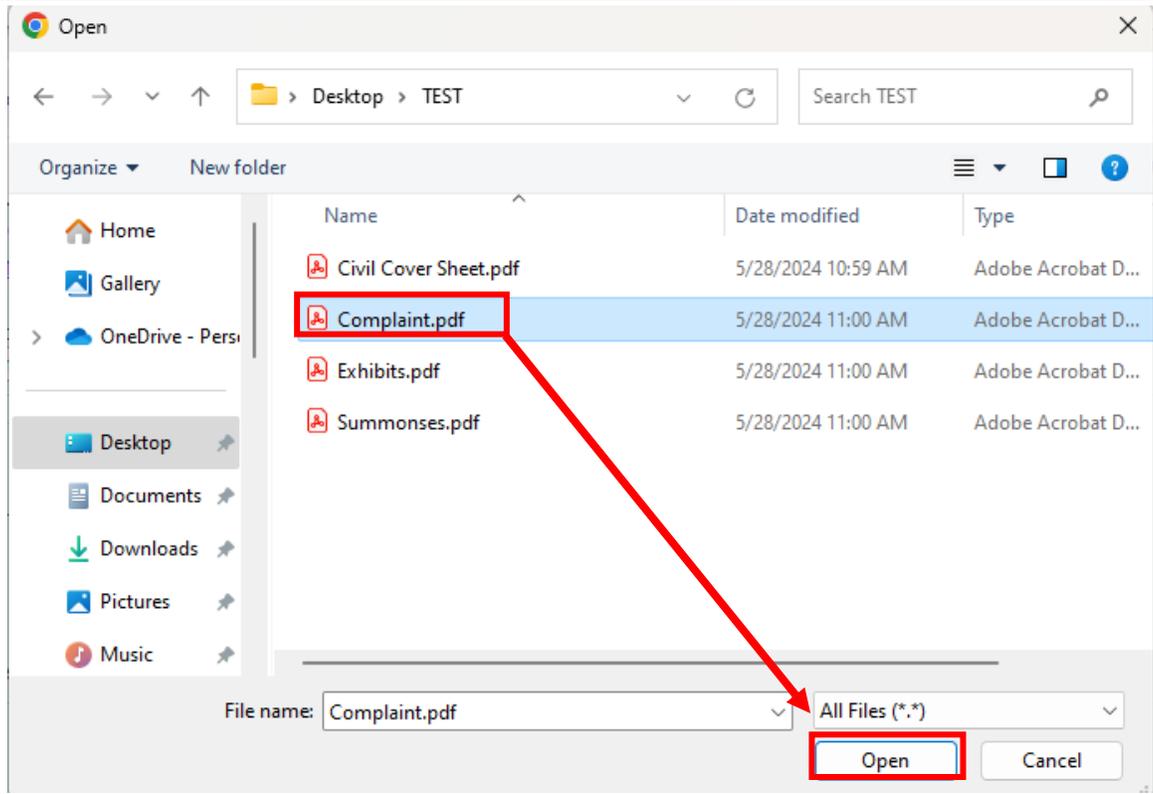
A new window will open. Locate your pleading in the location where it has been saved.



Prior to attachment, it is recommended that the PDF be reviewed to ensure it is accurate and is the correct attachment. This can be done by right clicking on the PDF and selecting the Open option. The PDF will open on your screen for review. After confirming the PDF is correct, click the X in the upper right corner of the PDF to close it.



Make sure the correct document is highlighted, and then click Open in CM/ECF to continue with document attachment.



Attachments should also be uploaded at this time. Click Choose File to locate and confirm your attachment as indicated above.

Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>

Each attachment must be labeled with a Category from the drop-down menu or a Description in the free text field. It is not necessary to enter both a Category and Description.

Attachments	Category	Description
1. <input type="button" value="Choose File"/> No file chosen	<input type="text"/>	<input type="text"/>
<input type="button" value="Next"/> <input type="button" value="Clear"/>	<ul style="list-style-type: none"> Affidavit Appendix Consent Brochure Administrative Order Civil Cover Sheet Errata Exhibit Supplement Consent to Magistrate Judge Summons State Court Complaint Envelope 	

NOTE: Attaching a PDF to the Attachment 1 option causes the Attachment 2 option to appear. Repeat the attachment process as needed to attach all necessary documents.

When all documents have been added, click Next to continue.	Attachments	Category	Description
	1. <input type="button" value="Choose File"/> exhibits.pdf	<input type="text" value="Exhibits"/>	<input type="button" value="Remove"/>
	2. <input type="button" value="Choose File"/> civil cover sheet.pdf	Civil Cover Sheet	<input type="button" value="Remove"/>
	3. <input type="button" value="Choose File"/> proposed summonses.pdf	Proposed Summons	<input type="button" value="Remove"/>
	4. <input type="button" value="Choose File"/> No file chosen		
	<input type="button" value="Next"/> <input type="button" value="Clear"/>		

Paying Filing Fees

STEP	SCREEN
The next screen presents three questions to determine the status of any filing fees for a complaint or notice of removal. Selecting "Yes" will indicate exemption or waiver of the filing fee and will allow you to proceed without payment of fees through Pay.gov. If you select "No", you will be directed to the online payment processor through Pay.gov.	<p>Complaints and Other Initiating Documents</p> <p>3:22-cv-00002-SMY Williams v. Cooper Tire & Rubber Company CASE CLOSED on 01/25/2022</p> <p>CLOSED</p> <p>Is this filed with an Application to Proceed Without Prepayment of Fees?</p> <p>or</p> <p>Is this application filed on behalf of the USA?</p> <p>or</p> <p>Has the filing fee for this complaint already been paid?</p> <p><input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
The next screen verifies the filing fee. Click Next to be redirect to PACER for payment. If prompted, log in with valid PACER credentials.	<p>Complaints and Other Initiating Documents</p> <p>3:22-cv-00002-SMY Williams v. Cooper Tire & Rubber Company CASE CLOSED on 01/25/2022</p> <p>CLOSED</p> <p>Fee: \$405</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

If you have saved a default filing fees payment method in PACER, that payment method will be selected by default. To use a different payment method, click Enter a Credit Card and complete the required fields.

Pay Filing Fee for Illinois Southern District Court (test)

* Required Information

Payment Amount

Amount Due * **\$405.00**

Enter Payment Method



Account Holder Name *



Card Type *

Account Number *



Card Expiration Date *

 /

Use billing address

Address *

City *

State *



Zip/Postal Code *

Country *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Next

Cancel

The next screen is the payment confirmation screen. If you need to modify any information, click Back.

Otherwise, enter any additional e-mail addresses that should receive a copy of the receipt, check the box to authorize payment, and click Submit.

IMPORTANT!

Although the fee has now been paid, the filing has not been perfected in CM/ECF, so **do not close the tab or window.**

You will immediately be redirected back to CM/ECF to complete the transaction.

Pay Filing Fee for Oregon District Court (test) - NextGen

Payment Summary

PAYMENT METHOD

VISA

XXXXXXXXXXXXXXXX1111
01/2021

Payment Details

Payment Amount \$405
Fee Type Filing Fee

Email Receipt

Email

Confirm Email

Additional Email Addresses

Authorization

I authorize a charge to my credit card for the amount above in accordance with my card issuer agreement. *

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Requesting a Refund for a Duplicate Payment on Pay.gov

A CM/ECF Registered User who makes a duplicate or erroneous fee payment through Pay.gov may request a refund in writing. The request must be in pleading form and filed in CM/ECF using the motion event "Request for Refund of Fees Paid Electronically." The pleading must contain the name, address, and telephone number of the party requesting the refund. During filing, the user will be prompted to link to the filing for which the duplicate payment was made.

The written request for a refund must be accompanied by supporting documentation, including a copy of the electronic payment receipt and a copy of the NEF from the system transaction in CM/ECF during which the erroneous payment was made. This documentation is to be added as attachments to the main document during the filing process.

Upon receipt of the refund request and verification of the error, the Clerk's Office will process the refund to the same credit card used to make the erroneous payment. A notice of the refund will be recorded in the associated case docket in CM/ECF. Refunds will not be issued by check.

Avoiding Erroneous Payments

To avoid making duplicate payments:

- Never use the browser back and forward buttons to navigate within CM/ECF.
- Do not complete the payment screens and then close the browser window or navigate away from the application. Always wait until Pay.gov redirects you back to CM/ECF to complete the transaction. Like

other CM/ECF transactions, there will be a final warning screen where you can review the docket text and submit the transaction.

- If, either due to a system or user error, the transaction is not completed but you have completed the payment screens, do not refile your pleading. If you attempt to refile, you will be prompted to make the payment again.
- Do not click the "Submit Payment" button more than once from the Online Payment, Step 2 screen. Be patient while the payment processes. A successful payment will generate an NEF that includes the Agency Tracking ID number from Pay.gov.
- To cancel a transaction from within Pay.gov, click either the "Cancel" button or the "Return to your originating application" link that appear on both the Online Payment, Step 1, and Online Payment, Step 2, pages. This will end the payment process, and the event will not be docketed. A display message will confirm that that the payment process has been canceled, and the event will not be completed.

Procedure in the Event of a CM/ECF Outage

In the event that the Court declares the CM/ECF filing system to be unavailable for filing, the Clerk's Office will post a Notice of CM/ECF System Outage on the [Court's Website](#) to alert users to the outage. The Clerk's Office will also post a notice when CM/ECF returns to normal operation. Notices of scheduled outages for maintenance tasks will be posted in advance of the outage, and users should monitor this website for notices of scheduled outages.

Definitions

- **System Outage:** Any period lasting more than two hours during which CM/ECF is not operational due to scheduled or unscheduled maintenance.
- **Emergency Filings:** Time-sensitive filings, such as filings due during the outage, filings nearing statute of limitations deadlines, requests for emergency injunctive relief, and notices of appeal.

E-Filing During an Outage

During a system outage, as defined above, registered users may submit emergency filings as defined above via e-mail to the following address: EmergencyFiling@ilsd.uscourts.gov. Counsel or *Pro Se* parties who are concerned about whether a filing must be submitted to the Clerk to ensure its timeliness should also submit the filing by e-mail during the outage.

The acceptance of emergency filings via email will commence on the outage date and time stated in the Court's Notice of CM/ECF System Outage and will end at the time the Court posts a notice that the system is operational, or, in the event of a scheduled outage, the stated end of the maintenance window. Any documents sent to this e-mail address outside of the time-period identified in the Court's official notices will not be docketed by the Court.

PDF documents submitted via e-mail must conform to all current requirements as outlined in the Local Rules and the CM/ECF User Manual. Documents submitted via e-mail during the outage will be deemed filed upon the date received. They will be docketed by court staff as soon as practical after CM/ECF returns to normal operation.

Inserting Hyperlinks in Filings

CM/ECF will accept documents with hyperlinks, and they may be included in filings. Some judges prefer that sources be hyperlinked in pleadings. For information on how to create hyperlinks, refer to the documentation for your application, *i.e.*, Microsoft Word or Adobe Acrobat.

The Court's Case Numbering System

Hundreds of cases are filed each year in the Southern District of Illinois, and CM/ECF assigns a unique case number to each case when it is opened. The full case number (seen on the case assignment form you receive from the Court) will be formatted as follows:

- **Division Code:** For statistics tracking and case management purposes, each case number includes a division code, which is the number before the colon. All civil cases will include a 3 for our East St. Louis division.
- **Year Initiated:** The number after the division code represents the year in which the case was initiated.
- **Case Type:** The two-letter code after the hyphen refers to case type. There are several case types, but most filers will see CV for a civil action or CR for a criminal case.
- **Case Number:** The next number is simply the next available number, starting at 1 and counting up as far as required in a given year.
- **Assigned Judge Initials:** In cases where a judge has been assigned, a three-letter code representing the assigned judge is appended to the end of the case number. See Appendix D. The assigned judge code should be included in the caption of any pleading filed in the case.

Section 6 - E-Mail Notification

Notice of Electronic Filing (NEF)

At the conclusion of a filing transaction, the system will generate a Notice of Electronic Filing (NEF) to confirm that the document has been filed and served on the parties who are Registered Users. The NEF displays the recipient's names, primary e-mail addresses, and secondary e-mail addresses (if any). The NEF will also indicate which case participants (if any) who were not served electronically. The filing party is responsible for effecting service in hard copy on parties who were not served electronically.

NEFs each contain a hyperlink to the main document attached to the docket entry. "Paperless" orders do not include a link because the entire order is visible as the docket text and included as part of the NEF.

Registered Users have two options to receive NEFs: either per filing or as a daily summary report that is generated only if case activity has occurred. These preferences may be changed in your PACER account.

NEF Details:

STEP	SCREEN
The date and time of the filing are documented in the NEF.	<p data-bbox="375 1619 1393 1654">Notice of Electronic Filing</p> <p data-bbox="375 1677 1336 1709">The following transaction was entered on 1/25/2022 at 1:32 PM CST and filed on 1/25/2022</p> <p data-bbox="375 1711 1068 1743">Case Name: Williams v. Cooper Tire & Rubber Company</p> <p data-bbox="375 1745 821 1776">Case Number: 3:22-cv-00002-SMY</p>

<p>The case name and number, the filing party, and the document number assigned to the entry are listed in the NEF.</p>	<p>Case Name: Williams v. Cooper Tire & Rubber Company Case Number: 3:22-cv-00002-SMY Filer: Document Number: 7</p>
<p>The docket text of the entry is also displayed.</p>	<p>Docket Text: Complaint. Filing fee in the amount of \$350 collected. Agency Tracking ID: 0979-277726 Jury Trial Requested: Yes. Filed by Jones (Attachments: # (1) Exhibits, # (2) Civil Cover Sheet, # (3) Proposed Summons). (Kirk, James)</p>
<p>NEF recipients are listed below this line.</p>	<p>3:22-cv-00002-SMY Notice has been electronically mailed to:</p>
<p>Parties who are not Registered Users who require service by another means are listed below this line.</p>	<p>3:22-cv-00002-SMY Parties and Attorneys without registered email addresses requiring notice by other means:</p>
<p>Each document attached to the entry receives an electronic document stamp verifying that it was filed in CM/ECF.</p>	<p>The following document(s) are associated with this transaction:</p> <p>Document description:Main Document Original filename:n/a Electronic document Stamp: [STAMP dcecfStamp_ID=1047403380 [Date=1/25/2022] [FileNumber=4570988-0] [b60fb1154b2e19cbb8c2f5ad023ee5c2aad380093cf8ae5b2d5849ad205c9b1a1630b6d0ba634e583c29ab8c0e3a6138451b8e662224b893115c8135aa373a07]]</p>

NOTE: Some e-mail systems follow hyperlinks to check for security risks, which will be counted as the "free look." E-mails from CM/ECF should be exempted from this type of scanning.

The "Free Look"

With the exception of transcripts of proceedings and documents filed under seal or otherwise restricted, each recipient of an NEF receives a "free look" at the filed document. Any subsequent access to the document will result in assessment of applicable PACER fees.

Restricted Documents

Only Registered Users associated with the case as counsel or party of record may view documents filed with restriction levels. Users attempting to access such documents will be prompted to log in before the document may be viewed. These document types include, but are not limited to, the following:

- Documents filed in Social Security cases;
- Documents filed in criminal cases PRIOR to November 1, 2004;
- Documents restricted pursuant to a protective order in a civil case;
- Documents filed *ex parte*; and

- Party consents to jurisdiction by a U.S. magistrate judge.

E-mail Notification Message Failures

Service of a document to a Registered User is deemed complete upon filing the document in CM/ECF, at which point the system transmits the NEF. Fed. R. Civ. P. 5(b). To ensure proper service, it is essential that Registered Users maintain current, working e-mail addresses in CM/ECF and PACER. Furthermore, it is important that interference with the NEF not occur after it leaves the Court's mail server, such as being deemed junk mail by a spam filter. The Court cannot stress enough that NEF delivery failures will not excuse missed deadlines.

Notice of Change of Address or Representation by an Attorney

Registered Users are responsible for updating their own user account information in PACER, on a regular basis. Simply filing a Notice of Change of Address in a case is not sufficient. The user must make the changes through the PACER system.

Discontinuing NEFs for a Case

The Court is required under Fed. R. Civ. P 77(d) to notify counsel of record of the entry of all orders and judgments, including post-judgment orders and appeal activity, even if the litigant represented has been terminated from the case. Counsel desiring to terminate electronic notices in a case must do so affirmatively by either:

- Filing a Motion to Withdraw from the case as counsel of record (LR 83.1(h)); or
- Filing a formal motion requesting that the e-mail notification in the case be turned off.

Section 7 - Opening a Civil Case

Required documents

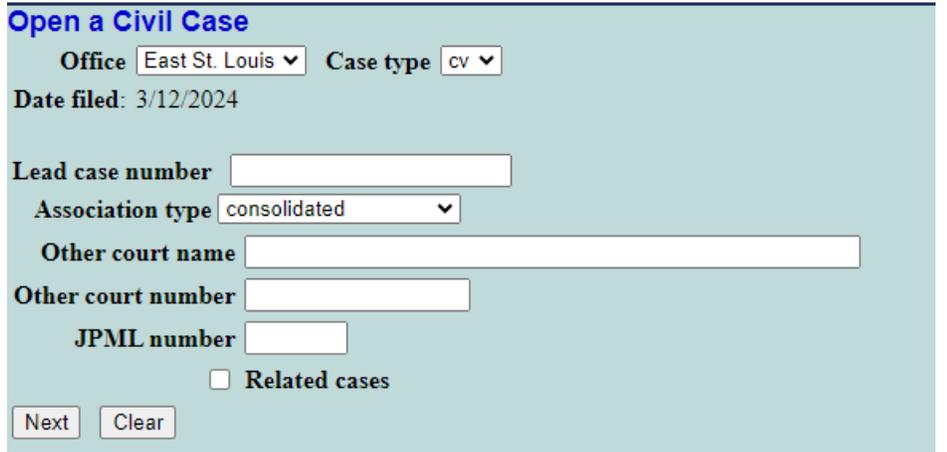
The following documents must be prepared prior to beginning the case opening process:

TO FILE A COMPLAINT OR PETITION	TO FILE A NOTICE OF REMOVAL
<ol style="list-style-type: none"> 1. Complaint or Petition 2. Civil Cover Sheet (JS44) 3. Summons for issuance by the Clerk's Office, if appropriate 	<ol style="list-style-type: none"> 1. Notice of Removal 2. Civil Cover Sheet (JS44) 3. Copies of the required state court Complaint
<p>NOTE: PDFs must be text-searchable and PDF fillable forms must be flattened or otherwise unmodifiable prior to attachment.</p>	

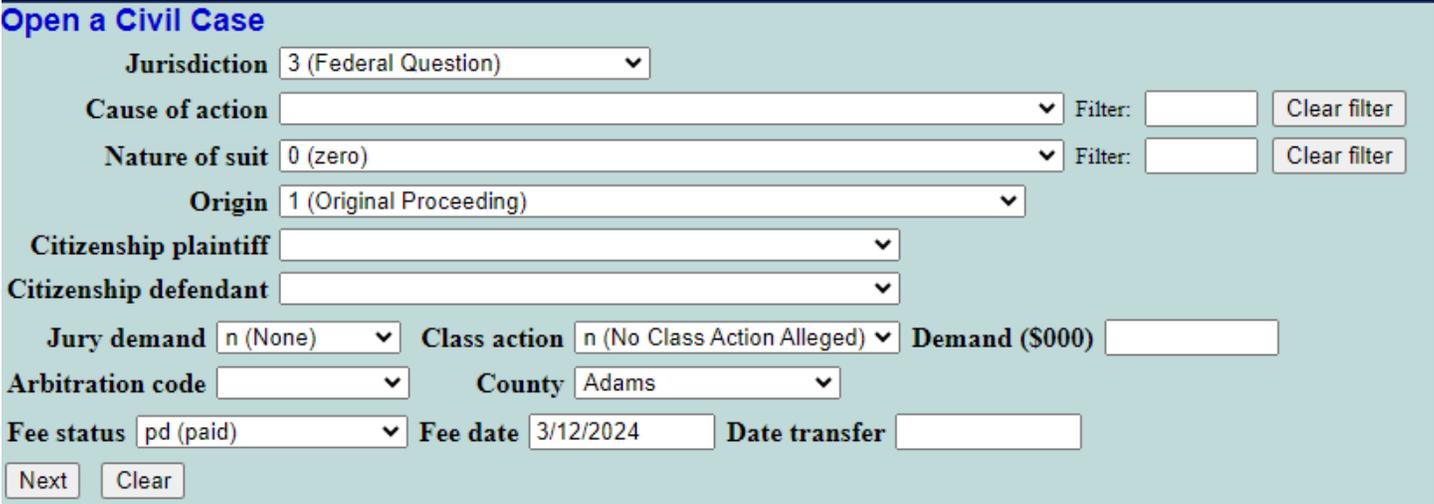
To open a civil case, click on the Civil menu, and then select Civil Case (Attorney) under the Open a Case heading. (Qui Tam (False Claims) cases and Application for Stay of Execution are not to be opened online. Please contact the Clerk's Office at 618-482-9371 or 618-439-7760 to file these cases.)

Selecting the Office

The first step is to select the office and case type. All civil cases filed in the Southern District of Illinois are opened with the East St. Louis office code. Case type defaults to "cv" and should not need modified.

STEP	SCREEN
<p>Select the appropriate Office from the drop-down menu.</p> <p>Fill out the Other court name and Other court number fields with the appropriate state court information if you are filing a Notice of Removal. It is not necessary to fill out these fields if you are filing a Complaint or Petition.</p> <p>Click the Next button.</p>	

Entering Statistical Information



- Select appropriate jurisdiction, cause of action, nature of suit, and origin. Citizenship fields need only be completed for Diversity cases.
- Enter jury demand and whether the case is alleging class action
- Arbitration code should be left blank
- Select the appropriate county
- Indicate whether the fee will be paid (pd) or a Motion to Proceed Without Prepaying the Fee will be paid (pend)
- Fee date should default to today's date
- Date Transfer field is left blank

Adding Parties

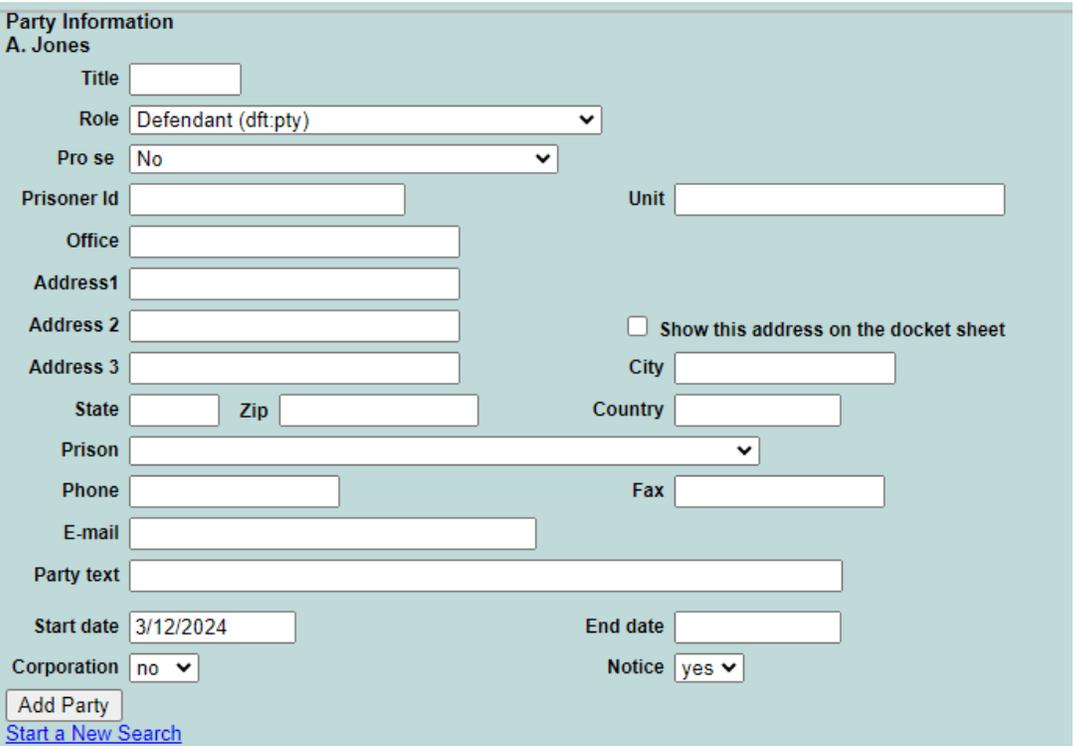
After all necessary statistical data has been entered, the parties must be entered into CM/ECF to complete the case opening process. This is done via the participant tree, which divides the screen in half. The right side of the screen is used to add parties while the left side shows parties that have already been added.

To add a party:

STEP	SCREEN
<p>NOTE: Clicking the back button on your browser while adding parties will delete all party information previously entered.</p>	
<p>Type the last name of the individual or the full name of the corporate entity into the Last/Business Name field. You must type a minimum of three letters to begin your search.</p>	
<p>Click Search. Scroll through the search results to find the party you wish to add. Click on the name to highlight the party and use the Select Party button to add them to the left side of the participant tree.</p>	

NOTE: If the name of your party does not appear in the search results, you may click Create New Party to add a new name. DO NOT create a new party if any name in the list matches the name of the party for whom you are searching.

Party information screen:

STEP	SCREEN
<p>After a name is selected from the search results or a new party is created, the party information screen appears. This screen is used to select the role type of the party being added. It is very important to select the correct role type on this screen from the drop-down menu.* The role types are listed in alphabetical order, and the default selection is Defendant. A complete list of role types is below.</p>	

***NOTE:** When filing a petition, the correct role types are Petitioner and Respondent.

Amicus	Cross Appellee	Intervenor Plaintiff
Appellant	Cross Claimant	Material Witness
Appellee	Cross Defendant	Mediator
Arbitrator	Custodian	Movant
Claimant	Debtor	Objector
Consol Claimant	Debtor-in-Possession	Petitioner
Consol Counter Claimant	Defendant	Plaintiff
Consol Counter Defendant	Estate	Protective Order Defendant
Consol Cross Claimant	Executor Defendant	Receiver
Consol Cross Defendant	Executor Plaintiff	Respondent

Consol Defendant	Fourth Party Defendant	Special Master
Consol Plaintiff	Fourth Party Plaintiff	Taxpayer
Consol Third Party Defendant	Garnishee	Third Party Defendant
Consol Third Party Plaintiff	In Re	Third Party Plaintiff
Counter Claimant	Interested Party	Trustee
Counter Defendant	Interpleader	
Creditor	Intervenor	
Cross Appellant	Intervenor Defendant	

<p>The Title field may be used for designations and their abbreviations, including Officer, Sergeant, Executor, and Doctor.</p>	<p style="text-align: center;">Title Dr. </p>
<p>The Pro se box defaults to No.</p>	<p style="text-align: center;">Pro se No </p>
<p>The Start date defaults to the date the party is being added to the case.</p>	<p style="text-align: center;">Start date 3/12/2012 </p>
<p>The Notice drop-down defaults to yes. Do not modify this field.</p>	<p style="text-align: center;">Notice yes </p>
<p>The Party text field is used to include additional information, including phrases like Individually or in their official capacity, or Incorporated in the State of Delaware.</p>	<p style="text-align: center;">Party text a Maryland limited liability company </p>

DO NOT add address or e-mail information for parties.

Prisoner Id Unit

Office

Address 1

Address 2

Address 3

State Zip

Prison

Phone

E-mail

Show this address on the docket sheet

City

Country

Fax

Completion of Party Information Entry:

STEP	SCREEN
<p>Click Add Party after entry of the necessary information.</p>	<p>Start date <input type="text" value="3/12/2012"/></p> <p>Corporation <input type="text" value="no"/></p> <p>Add Party</p> <p>Start a New Search</p>
<p>This adds the party to the participant tree on the left side of the screen, indicating that the party is now a case participant.</p>	<p>Open a Civil Case</p> <p>Add New Party Create Case</p> <p>Collapse All Expand All</p> <p>3:12-cv-?????</p> <p>[-] Jones pla ✎ ✖</p> <ul style="list-style-type: none"> Alias + Corporate Parent or other affiliate + Attorney + <p>Search for a Last / Business Search</p>

Click Add New Party to add each new party to the case.

Open a Civil Case

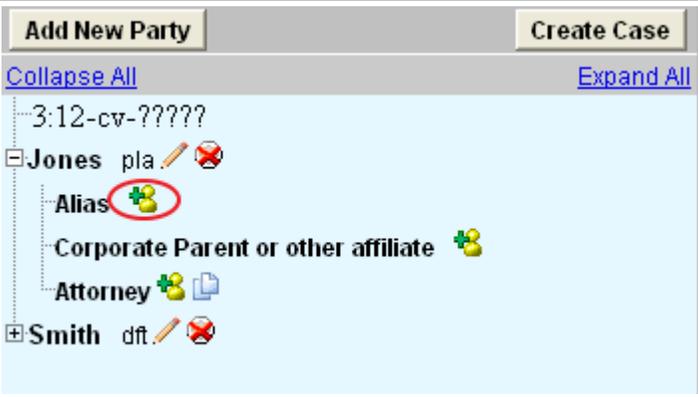
Participant tree icons:

STEP	SCREEN
<p>The participant tree has icons available to add additional information for each party.</p>	
<p>The icons are defined as follows:</p>	
	<p>Delete this party from this case.</p>
	<p>Add new alias, corporate parent, or attorney.</p>
	<p>Copy attorney(s) from other parties in the case to this party.</p>
	<p>Edit the party, alias, corporate parent, or attorney.</p>
	<p>Change the name of the party.</p>

NOTE: The + and - icons located next to each participant name expand or collapse the information available.



Adding an alias:

STEP	SCREEN
<p>Click on the add person icon  next to Alias in the participant tree.</p>	
<p>Type the last name of the individual or the full name of the corporate entity into the Last/Business Name field. You must type a minimum of three letters to begin your search. Click Search. Scroll through the search results to find the party you wish to add.</p>	

Click on the name to highlight the party and click Select Alias.

Search for an alias for Jones

Last / Business Name

Search Results

NOTE: If the name of your party does not appear in the search results, you may click Create New Alias to add a new name. DO NOT create a new party if any name in the list matches the name of the party for which you are searching.

You must select an alias type* then click Add Alias.

Alias Information

Last/Business name First name

Middle name Generation

Type Start date

[Start a New Search](#)

- agent
- aka
- dba
- est
- fdba
- fka
- gal
- nee
- nfr
- nka
- obo
- other
- rec
- rpi
- suc
- ta

*This is the complete list of all available alias translations in CM/ECF.

- agent = agent of
- aka = also known as
- ca = other affiliate
- cp – corporate parent
- dba = doing business as
- est = estate of
- fdba = formerly doing business as

	<p>fka = formerly known as</p> <p>gal = Guardian ad litem</p> <p>nee = born</p> <p>nfr = next friend</p> <p>nka – now known as</p> <p>obo = on behalf of</p> <p>other = other</p> <p>rec = receiver</p> <p>rpi = real party in interest</p> <p>suc = successor</p> <p>ta = trading as</p>
<p>The alias is added to the participant tree.</p>	

Adding a corporate parent or other affiliate:

STEP	SCREEN
<p>Click on the add person icon  next to Corporate Parent or other affiliate in the participant tree.</p>	

Type the name of a corporate entity into the Last/Business Name field. You must type a minimum of three letters to begin your search. Click Search. Scroll through the search results to find the party you wish to add.

Search for a corporate parent for Smith

Last/Business Name

Search Results

- Work Unlimited
- Work Wear Corp Inc
- Workers Compensation Board of British Columbia
- Working
- Working, Russell
- Working Solutions Incorporated

Click on the name to highlight the party and click Select Corporate Parent.

Search for a corporate parent for Smith

Last/Business Name

Search Results

- Work Unlimited
- Work Wear Corp Inc
- Workers Compensation Board of British Columbia
- Working
- Working, Russell
- Working Solutions Incorporated

NOTE: If the name of your party does not appear in the search results, you may click Create New Corporate Parent to add a new name. DO NOT create a new party if any name in the list matches the name of the party for whom you are searching.

You must select a corporate parent type from one of the two selections: (1) Corporate Parent or (2) Other Affiliate. Corporate Parent is the more common selection.

Corporate Parent Information

Last/Business name First name

Middle name Generation

Type Start date

[Start a New Search](#)

<p>After selecting the correct corporate parent type, click Add Corporate Parent.</p>	
<p>The corporate parent is added to the participant tree.</p>	
<p>REMEMBER: You are also required to file a Rule 7.1 Disclosure Statement that provides the above information.</p>	

Adding an attorney:

STEP	SCREEN
	<p>NOTE: When filing a Complaint, add yourself as counsel for the plaintiff. Even if you know the name of defendant's counsel, do not enter counsel information. Defendant's counsel must make an appearance to be added as counsel of record. When filing a Notice of Removal, add all counsel of record as they appear in the state court case.</p>

Click on the add person icon  next to Attorney in the participant tree.



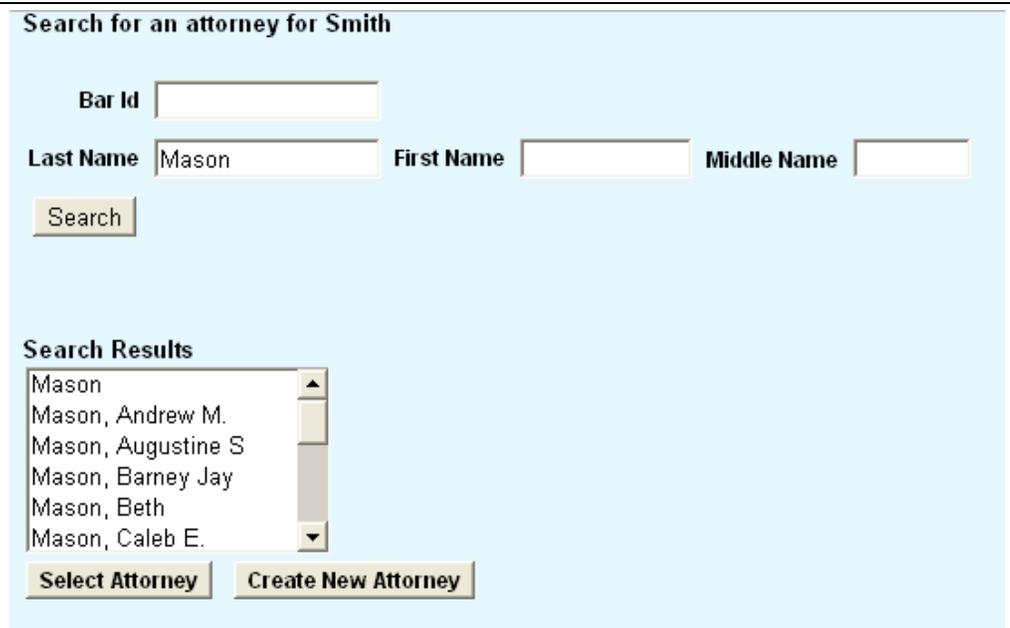
Add New Party **Create Case**

[Collapse All](#) [Expand All](#)

3:12-cv-?????

- [-] **Smith** pla  
 - [-] **Alias** 
 - [-] **Corporate Parent or other affiliate** 
 - [-] Work Unlimited  
 - Attorney**  
- [-] **Jones** dft.  
 - [-] **Alias** 
 - [-] **Corporate Parent or other affiliate** 
 - Attorney**  

To search for an attorney, enter the last name of the attorney into the Last/Business Name field. You must type a minimum of three letters to begin your search. Click Search. Scroll through the search results to find the attorney you wish to add.



Search for an attorney for Smith

Bar Id

Last Name First Name Middle Name

Search Results

- Mason
- Mason, Andrew M.
- Mason, Augustine S
- Mason, Barney Jay
- Mason, Beth
- Mason, Caleb E.

NOTE: If the name of the attorney you are searching for does not appear in the search results, DO NOT create a new attorney. Contact an attorney admissions clerk, and they will determine if the attorney may be added.

Click on the name to highlight the attorney and click Select Attorney.

Search for an attorney for Smith

Bar Id

Last Name First Name Middle Name

Search Results

Mason, John Patrick
Mason, John A.
Mason, Michael Donovan
Mason, Perry
Mason, Renee Bryant
Mason, Steven C

The attorney information screen appears. Review the attorney information to ensure that the correct attorney is being added then click Add Attorney.

Attorney Information

Perry Mason (, Bar Status : Suspend)

Title

Office Unit

Address 1 Address 2

Address 3 City

State Zip

Country Phone

Fax E-mail

Pro Hac Vice Lead attorney

Seal Flag Notice

Start date End date

[Start a New Search](#)

NOTE: DO NOT make changes to an attorney's account on this screen. Changes to these fields should only be made by the Registered User from the Maintain User Account section.

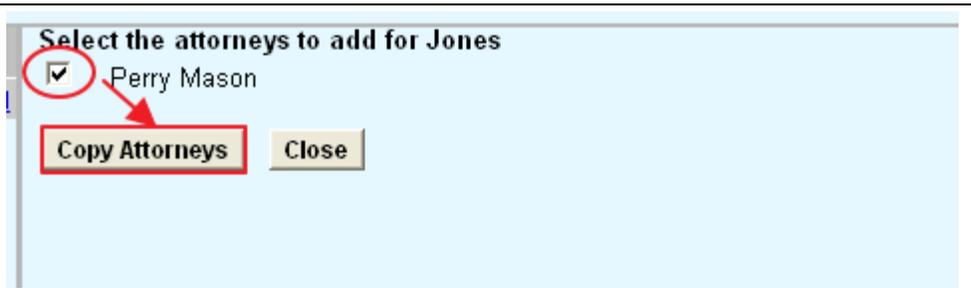
The attorney is added to the participant tree. Repeat this process to add additional attorneys for case participants as necessary.



Copying an attorney:

STEP	SCREEN
<p>Use the copy icon  to add a previously added attorney to another case participant.</p>	

Clicking the copy icon will show a list of previously added attorneys. Select the attorney you wish to associate with the new party by checking the box next to their name and then click Copy Attorneys.



If there are multiple attorneys to associate with the new party, you may check the box for each attorney and then click Copy Attorneys.

NOTE: In new civil cases, DO NOT add attorneys for defendants. In removal cases, all attorneys who have made an appearance in state court may be added.

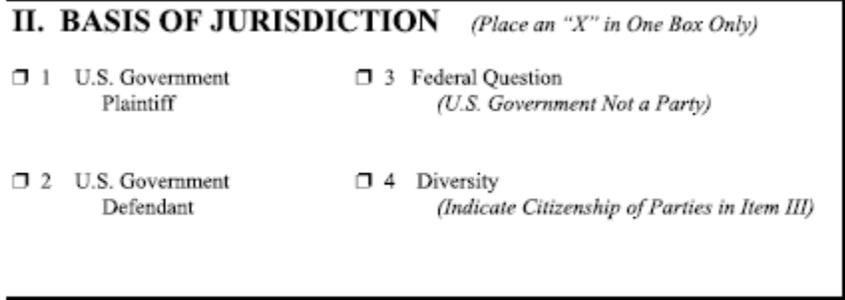
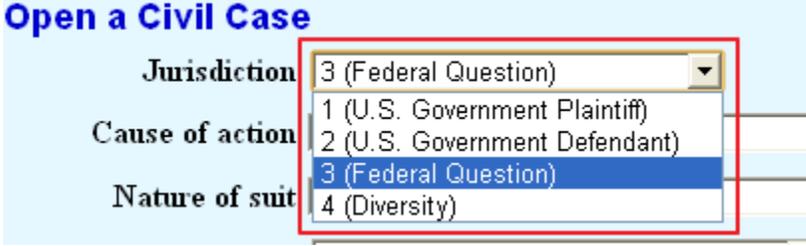
Create Case:

STEP	SCREEN
<p>After all the case participant information has been entered, click Create Case.</p>	
<p>A confirmation message will appear in the center of your screen. If you have not completed adding all parties, click No and you will be returned to the add new party screen. Otherwise click Yes to continue.</p>	
<p>The next screen will indicate the assigned case number. If you are ready to file a civil complaint or notice of removal, click Docket Lead Event.</p>	

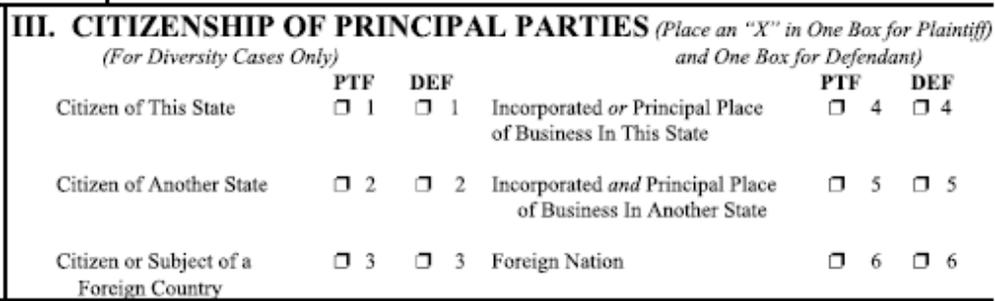
NOTE: The case is not opened until the Complaint, Petition, or Notice of Removal has been docketed and the filing fee has been paid, unless you are exempted from the fee or are filing an application for leave to proceed *in forma pauperis*.

Entry of Civil Cover Sheet (JS44) Information

Jurisdiction (Section II):

STEP	SCREEN
<p>There are 4 options, corresponding with section II of the Civil Cover Sheet (JS44).</p>	 <p>II. BASIS OF JURISDICTION <i>(Place an "X" in One Box Only)</i></p> <p><input type="checkbox"/> 1 U.S. Government Plaintiff</p> <p><input type="checkbox"/> 2 U.S. Government Defendant</p> <p><input type="checkbox"/> 3 Federal Question <i>(U.S. Government Not a Party)</i></p> <p><input type="checkbox"/> 4 Diversity <i>(Indicate Citizenship of Parties in Item III)</i></p>
<p><i>U.S. Government Plaintiff</i></p> <p><i>U.S. Government Defendant</i></p> <p><i>Federal Question</i></p> <p><i>Diversity</i></p>	 <p>Open a Civil Case</p> <p>Jurisdiction 3 (Federal Question)</p> <p>Cause of action 1 (U.S. Government Plaintiff) 2 (U.S. Government Defendant)</p> <p>Nature of suit 3 (Federal Question) 4 (Diversity)</p>
<p>NOTE: If Diversity is selected as the jurisdiction, you will be required to complete the citizenship fields for both the plaintiff and defendant located in the center of the screen. This information is located in Section III of the Civil Cover Sheet (JS44). Please refer to the Citizenship section below for further instruction.</p>	

Citizenship (Section III):

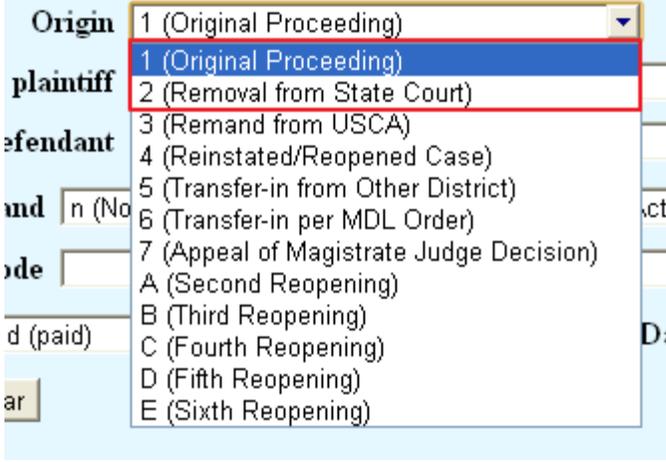
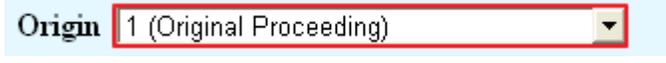
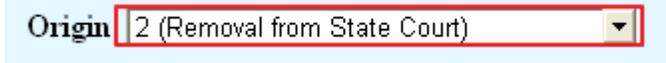
STEP	SCREEN																								
<p>This information is located in section III of the Civil Cover Sheet (JS44).</p>	 <p>III. CITIZENSHIP OF PRINCIPAL PARTIES <i>(Place an "X" in One Box for Plaintiff and One Box for Defendant)</i></p> <p><i>(For Diversity Cases Only)</i></p> <table border="1"> <thead> <tr> <th></th> <th>PTF</th> <th>DEF</th> <th></th> <th>PTF</th> <th>DEF</th> </tr> </thead> <tbody> <tr> <td>Citizen of This State</td> <td><input type="checkbox"/> 1</td> <td><input type="checkbox"/> 1</td> <td>Incorporated or Principal Place of Business In This State</td> <td><input type="checkbox"/> 4</td> <td><input type="checkbox"/> 4</td> </tr> <tr> <td>Citizen of Another State</td> <td><input type="checkbox"/> 2</td> <td><input type="checkbox"/> 2</td> <td>Incorporated and Principal Place of Business In Another State</td> <td><input type="checkbox"/> 5</td> <td><input type="checkbox"/> 5</td> </tr> <tr> <td>Citizen or Subject of a Foreign Country</td> <td><input type="checkbox"/> 3</td> <td><input type="checkbox"/> 3</td> <td>Foreign Nation</td> <td><input type="checkbox"/> 6</td> <td><input type="checkbox"/> 6</td> </tr> </tbody> </table>		PTF	DEF		PTF	DEF	Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4	Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5	Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6
	PTF	DEF		PTF	DEF																				
Citizen of This State	<input type="checkbox"/> 1	<input type="checkbox"/> 1	Incorporated or Principal Place of Business In This State	<input type="checkbox"/> 4	<input type="checkbox"/> 4																				
Citizen of Another State	<input type="checkbox"/> 2	<input type="checkbox"/> 2	Incorporated and Principal Place of Business In Another State	<input type="checkbox"/> 5	<input type="checkbox"/> 5																				
Citizen or Subject of a Foreign Country	<input type="checkbox"/> 3	<input type="checkbox"/> 3	Foreign Nation	<input type="checkbox"/> 6	<input type="checkbox"/> 6																				
<p>These fields should only be populated if 4 (<i>Diversity</i>) was selected in the jurisdiction field.</p>	 <p>Citizenship plaintiff</p> <p>Citizenship defendant</p>																								

Nature of Suit (NOS) Codes (Section IV):

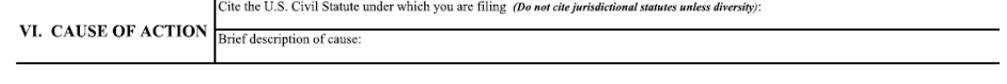
STEP	SCREEN
<p>This information is located in section IV of the Civil Cover Sheet (JS44).</p>	
<p>The drop-down menu includes all NOS codes listed on the Civil Cover Sheet. There are two options to locate the correct NOS code. You may use the drop-down menu to see a full list of all available NOS codes, or you may type the three-digit NOS code in the filter field.</p>	

Origin (Section V):

STEP	SCREEN
<p>This information is located in section V of the Civil Cover Sheet (JS44).</p>	

<p>The drop-down menu includes all origin options listed on the Civil Cover Sheet. Only option one and two should be selected, depending on the type of case being opened. The other options are reserved for use by court staff.</p>	 <p>The screenshot shows a dropdown menu for 'Origin' with the following options: 1 (Original Proceeding), 2 (Removal from State Court), 3 (Remand from USCA), 4 (Reinstated/Reopened Case), 5 (Transfer-in from Other District), 6 (Transfer-in per MDL Order), 7 (Appeal of Magistrate Judge Decision), A (Second Reopening), B (Third Reopening), C (Fourth Reopening), D (Fifth Reopening), and E (Sixth Reopening). Options 1 and 2 are highlighted with a red box.</p>
<p><i>Original Proceeding:</i> This is the correct selection for any new civil case that is not a notice of removal.</p>	 <p>The screenshot shows the 'Origin' dropdown menu with '1 (Original Proceeding)' selected and highlighted with a red box.</p>
<p><i>Removal from State Court:</i> This is the correct selection for a notice of removal.</p>	 <p>The screenshot shows the 'Origin' dropdown menu with '2 (Removal from State Court)' selected and highlighted with a red box.</p>

Cause of Action (Section VI):

STEP	SCREEN
<p>This information is located in section VI of the Civil Cover Sheet (JS44).</p>	 <p>The screenshot shows the 'VI. CAUSE OF ACTION' section of the Civil Cover Sheet. It includes a field for 'Cite the U.S. Civil Statute under which you are filing (Do not cite jurisdictional statutes unless diversity):' and a field for 'Brief description of cause:'. The 'VI. CAUSE OF ACTION' label is highlighted with a red box.</p>
<p>There are multiple options in the drop-down menu.</p> <p>There are two options to locate the correct cause of action. You may use the drop-down menu to see a full list of all available causes of action, or you may begin typing in the filter field.</p>	 <p>The screenshot shows the 'Cause of action' dropdown menu with a 'Filter:' field and a 'Clear filter' button. The dropdown menu is highlighted with a red box.</p>

If you type in the filter field, CM/ECF will narrow the search based upon the information entered. You may also use the drop-down menu after narrowing your search for a narrowed list of causes of action.

Open a Civil Case

Jurisdiction: 3 (Federal Question)

Cause of action: 28:1330 (28:1330 Breach of Contract) Filter: 28:133 Clear filter

Nature of suit: 28:1330 (28:1330 Breach of Contract)

Origin: 28:1331 (28:1331 Fed. Question)

Citizenship plaintiff: 28:1331al (28:1331 Fed. Question: Airline Crash)

Citizenship defendant: 28:1331at (28:1331 Fed. Question: Anti-trust)

Jury demand: n (None)

Arbitration code: []

Fee status: pd (paid)

Next Clear

28:1331bc (28:1331 Fed. Question: Breach of Contract)

28:1331ca (28:1331 Fed. Question: Fed Communications Act of 1)

28:1331cm (28:1331 Fed. Question: Interstate Commerce Act)

28:1331cy (28:1331 Federal Question: Other Civil Rights)

28:1331ed (28:1331 Fed. Question: Employment Discrimination)

28:1331epa (28:1331 Federal Question - Environmental Action Under CERCLA)

28:1331es (28:1331 Enforcement of Administrative Subpoena)

28:1331fl (28:1331 Fed. Question: Fair Labor Standards)

28:1331in (28:1331 Fed. Question: Insurance Contract)

28:1331mm (28:1331 Fed. Question: Medical Malpractice)

28:1331pi (28:1331 Fed. Question: Personal Injury)

28:1331rd (28:1331 Fed. Question: Review Agency Decision)

28:1331rp (28:1331(a) Fed. Question: Real Property)

28:1331rr (28:1331 Fed. Question: Railway Labor Act)

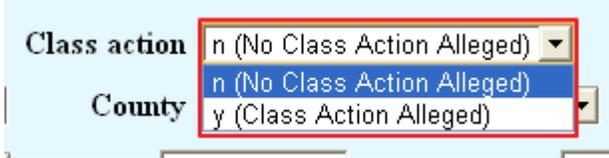
Jury Demand (Section VII):

STEP	SCREEN
This information is located in section VII of the Civil Cover Sheet (JS44).	<p>VII. REQUESTED IN COMPLAINT: <input type="checkbox"/> CHECK IF THIS IS A CLASS ACTION UNDER F.R.C.P. 23 DEMAND \$ CHECK YES only if demanded in complaint: JURY DEMAND: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Enter the party or parties requesting a jury trial.	<p>Jury demand n (None) b (Both) d (Defendant) n (None) p (Plaintiff)</p>
<p>REMEMBER: A DEMAND FOR JURY TRIAL must be included in the Complaint, Notice of Appearance, or separately filed pleading. Simply selecting the box on the Civil Cover Sheet is insufficient.</p>	

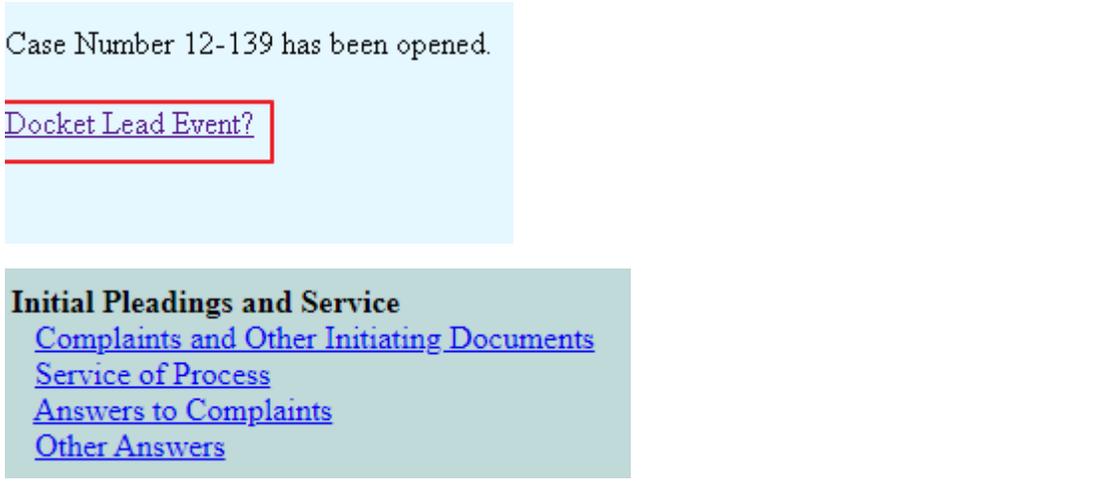
Demand (Section VII):

STEP	SCREEN
This information is located in section VII of the Civil Cover Sheet (JS44). Only complete this information here; do not enter the information into the Demand field.	<p>VII. REQUESTED IN COMPLAINT: <input type="checkbox"/> CHECK IF THIS IS A CLASS ACTION UNDER F.R.C.P. 23 DEMAND \$ CHECK YES only if demanded in complaint: JURY DEMAND: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
The demand field is to be left BLANK.	<p>Demand (\$000) []</p>

Class Action (Section VII):

STEP	SCREEN
<p>This information is located in section VII of the Civil Cover Sheet (JS44).</p>	
<p>Select <i>y (Class Action Alleged)</i> if your complaint includes a class action allegation. The class action box defaults to <i>n (No Class Action Alleged)</i>.</p>	

Filing the Complaint or Notice of Removal

STEP	SCREEN
<p>Click Docket Lead Event or Navigate to the Civil Menu and select Complaints and Other Initiating Documents.</p>	

Select the appropriate lead event from the list.

Complaints and Other Initiating Documents

Available Events (click to select events)

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

Next Clear

The filter field can be used to narrow your selections. Begin typing the first few letters, and CM/ECF will narrow the selections to include only those that match your entry.

Complaints and Other Initiating Documents

Available Events (click to select events)

- Amended Complaint
- Complaint
- Intervenor Complaint
- Third Party Complaint

Next Clear

Click on the appropriate selection, such as Complaint or Notice of Removal, which will move it to the Selected Events box. Click Next to continue.

Complaints and Other Initiating Documents

Available Events (click to select events)

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

Next Clear

Selected Events (click to remove events)

- Complaint

A screen will appear displaying the civil case number. Click Next to continue. **NOTE:** The case number field is automatically populated with the case number of the just-opened case.

Complaints and Petitions

Civil Case Number

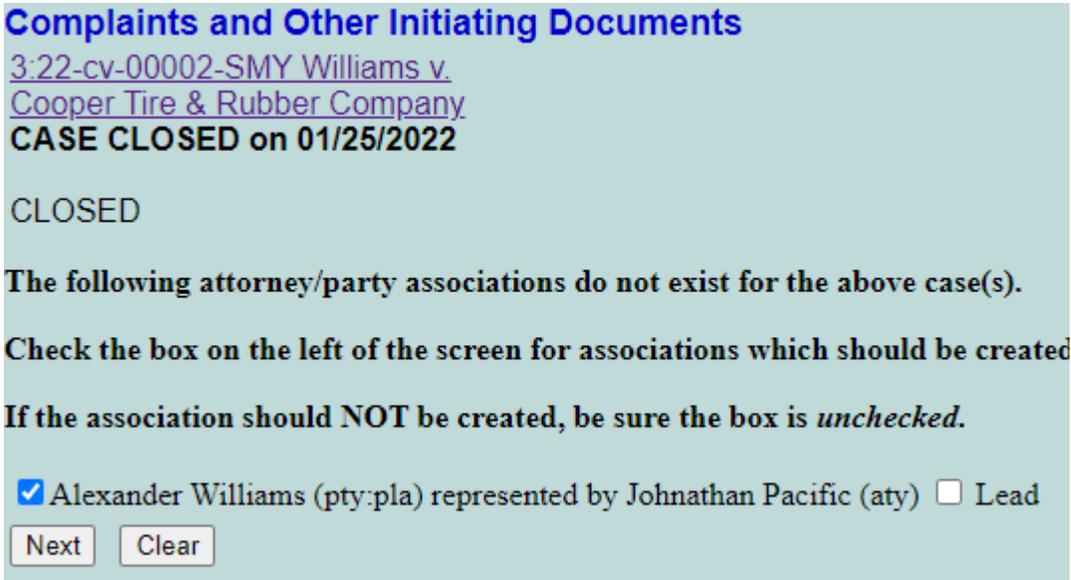
3:12-cv-139

Next Clear

Selecting a Filer:

STEP	SCREEN
<p>Choose a filer from the Select the Filer screen which lists all parties entered in the case. Click on the filing party to highlight it.</p>	<p>Pick Filer</p> <p>Collapse All Expand All</p> <ul style="list-style-type: none"> Jim Jones dft John Smith pla Dale Johnson pla Alias Corporate Parent or other affiliate Attorney <p>Select the filer.</p> <p>Select the Party:</p> <ul style="list-style-type: none"> Jones, Jim [dft] Smith, John [pla] Johnson, Dale [pla] <p>Next Clear New Filer</p>

NOTE: If you notice that a party is missing or you are unable to locate the filer you represent, you may click New Filer to add a new participant to this list. Refer to the Adding Parties section of the User Manual for instructions on adding a new participant.

<p>If there is more than one filer, press and hold the control (Ctrl) key while clicking on each party you wish to select. This will highlight multiple parties. Click Next to continue.</p>	 <p>Select the filer.</p> <p>Select the Party:</p> <p>Jones, Jim [dft] Smith, John [pla] Johnson, Dale [pla]</p> <p>Next Clear New Filer</p>
<p>The next screen creates an association between the attorney and the parties selected as filers on the previous screen. The screen appears only the first time an attorney files on behalf of a party. If you had previously added yourself as an attorney for the filing party, this screen will not appear. Check the individual boxes or the Select All box as appropriate, then click Next.</p>	 <p>Complaints and Other Initiating Documents</p> <p>3:22-cv-00002-SMY Williams v. Cooper Tire & Rubber Company CASE CLOSED on 01/25/2022</p> <p>CLOSED</p> <p>The following attorney/party associations do not exist for the above case(s).</p> <p>Check the box on the left of the screen for associations which should be created</p> <p>If the association should NOT be created, be sure the box is <i>unchecked</i>.</p> <p><input checked="" type="checkbox"/> Alexander Williams (pty:pla) represented by Johnathan Pacific (aty) <input type="checkbox"/> Lead</p> <p>Next Clear</p>

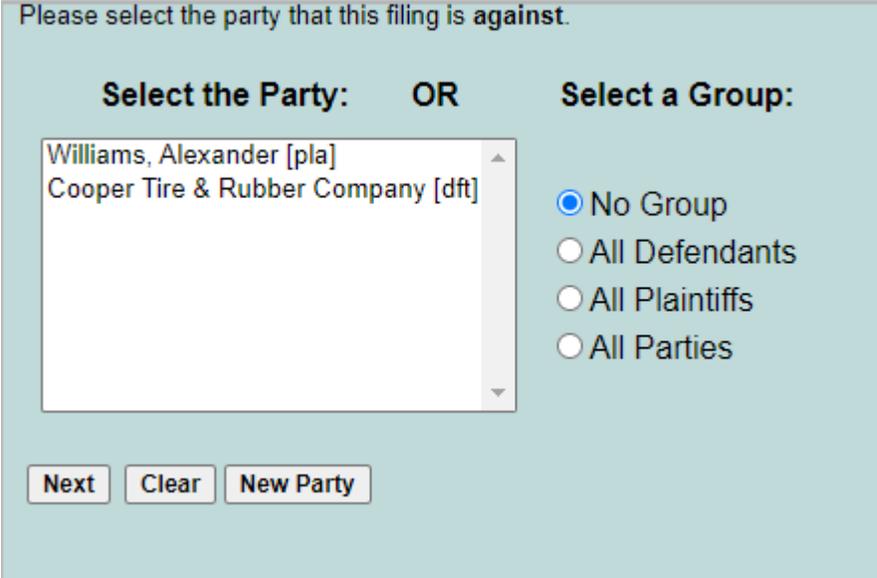
Upload the document and pay the filing fee. See Section 5.

Add State Court Information re Notice of Removal:

STEP	SCREEN
------	--------

<p>Enter the information regarding the state court case as requested in the free text fields. Click Next to continue.</p>	<p>Complaints and Other Initiating Documents 3:22-cv-00002-SMY Williams v. Cooper Tire & Rubber Company CASE CLOSED on 01/25/2022</p> <p>CLOSED</p> <p>Name of other court <input type="text" value="St. Clair County, IL State Coi"/></p> <hr/> <p>Case number in other court <input type="text" value="22-L-251"/></p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
---	--

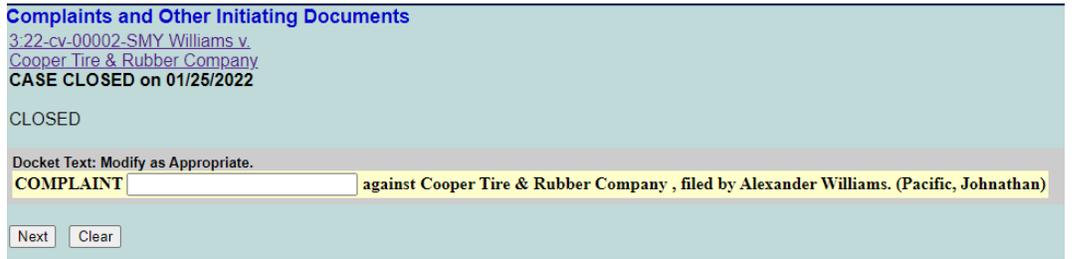
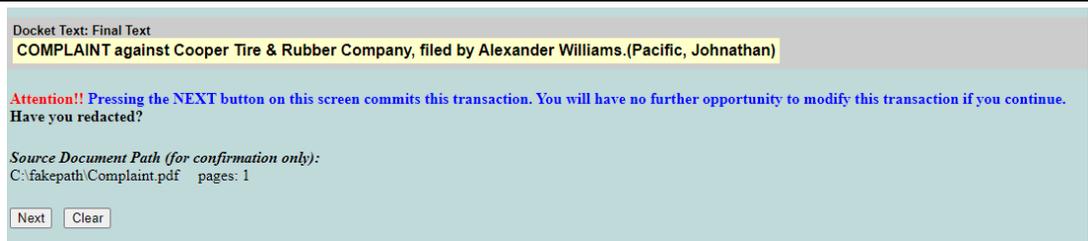
Party this Filing is Against:

STEP	SCREEN
<p>The next screen asks you to select the party that this filing is against.* Click on the correct party or click the All Defendants radio button to simplify the selection. Click Next to continue.</p>	

***NOTE:** When a Notice of Removal is filed, the parties retain their status from state court. For example, a defendant in state court remains a defendant in federal court, and a plaintiff in state court remains a plaintiff in federal court.

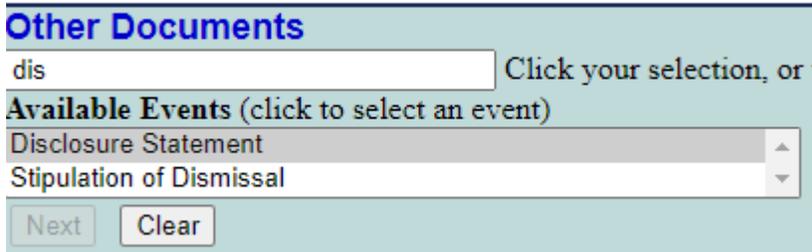
Final Steps:

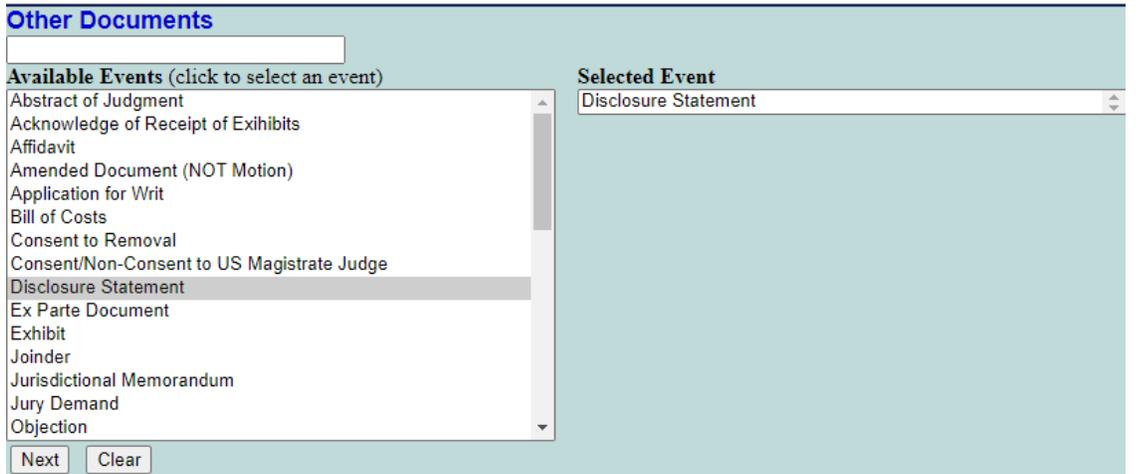
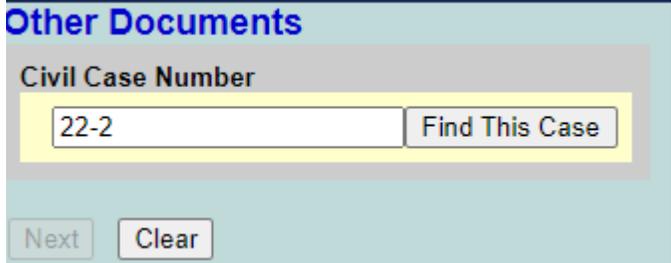
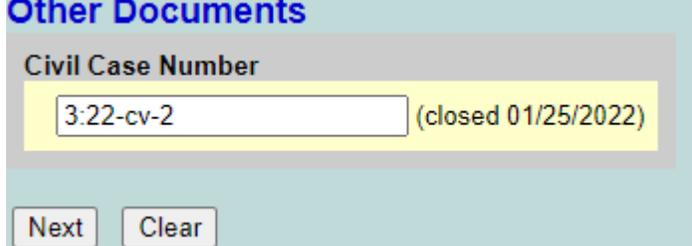
STEP	SCREEN
------	--------

<p>This is the last chance to insert additional text into the display field. If you have additional text to add, enter it in the display field. Otherwise, click Next.</p>	
<p>This is the final warning screen, which displays the full docket text of the event. Click Next to file the documents. There will be no further opportunity to modify this docket entry and it will immediately upload to CM/ECF.</p>	
<p>A Notice of Electronic Filing (NEF) will be generated by CM/ECF.</p>	

Disclosure Statement

Click on Civil in the toolbar to view the civil events menu, then click on Other Documents, located in the Other Filings menu. See Local Rule 7.1-1 for requirements.

STEP	SCREEN
<p>The filter field can be used to narrow your selections. Begin typing the first few letters, and CM/ECF will narrow the selections to include only those that match your entry.</p>	

<p>Clicking on the Disclosure Statement event will move it to the Selected Events box. Click Next to continue.</p>	
<p>The civil case number screen will appear. Enter the case number in which the document should be filed and click Find This Case.</p>	
<p>NOTE: The case number may be entered in any of the formats indicated in the civil case number screen. The easiest way to locate a case is to enter the year it was filed and the case number. CM/ECF will automatically populate the division code and case type within the search results.</p>	
<p>After your case is located click Next to continue.</p>	

After you have selected the appropriate event, select a filer and upload the document. **NOTE: ensure you are uploading the template disclosure statement pursuant to Fed. R. Civ. P. 7.1.** This [form](#) is available on our [website](#). Next, you will add the corporate parent or affiliate.

STEP	SCREEN
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The next screen is the corporate parent search box.

[3:22-cv-00002-SMY Williams v. Cooper Tire & Rubber Company](#)
CASE CLOSED on 01/25/2022

CLOSED

Search for a corporate parent or other affiliate

Last/Business name

Type the name of a corporate entity into the Last/Business Name field. You must type a minimum of three letters to begin your search. To avoid the addition of duplicate party records, searches should be conducted for partial names. Click Search.

[3:22-cv-00002-SMY Williams v. Cooper Tire & Rubber Company](#)
CASE CLOSED on 01/25/2022

CLOSED

Search for a corporate parent or other affiliate

Last/Business name

Scroll through the search results to find the party you wish to add. Click on the name to highlight the party and click Select name from list.

Search for a corporate parent or other affiliate

Last/Business name

Corporate parent or other affiliate search results

- Ameren IP
- Ameren Illinois
- Ameren Illinois Company
- Ameren Illinois Transmission Company
- Ameren Intermediate Holding Co Inc
- Ameren Long Term Disability Plan for Non-union Employees

NOTE: If the name of your party does not appear in the search results, you may click Create new corporate parent or other affiliate to add a new name. DO NOT create a new party if any name in the list matches the name of the party for whom you are searching.

<p>You must select a corporate parent type from one of two selections: (1) Corporate Parent or (2) Other Affiliate. Corporate Parent is the more common selection. After selecting the correct corporate parent type, click Add Corporate Parent.</p>	<p>Corporate Parent or Other Affiliate Information</p> <p>Last/Business name <input type="text" value="Ameren Illinois Company"/> First name <input type="text"/></p> <p>Middle name <input type="text"/></p> <p>Type <input type="text" value="Corporate Parent"/></p> <p><input type="button" value="Add corporate parent or other affiliate"/> <input type="button" value="Clear"/> Click the Add corporate parent or other affiliate button to return to the Corporate parent or other affiliate search screen.</p>
<p>A confirmation screen will appear. Click the corresponding party to highlight it and then click Next to continue.</p>	<p>3:22-cv-00002-SMY Williams v. Cooper Tire & Rubber Company CASE CLOSED on 01/25/2022</p> <p>CLOSED</p> <p>Adding new corporate parent or other affiliate.</p> <p>Select the Party:</p> <p><input type="text" value="Williams, Alexander [pla]"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>The corporate parent search box appears along with a list of previously added corporate parents. If additional corporate parents should be added, repeat the steps above until all corporate parents have been added. Once all corporate parents have been added and appear in the list, click End corporate parent or other affiliate selection to continue.</p>	<p>3:22-cv-00002-SMY Williams v. Cooper Tire & Rubber Company CASE CLOSED on 01/25/2022</p> <p>CLOSED</p> <p>Search for a corporate parent or other affiliate</p> <p>Last/Business name <input type="text"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/></p> <p><input type="button" value="End corporate parent or other affiliate selection"/></p> <p>Corporate parents and other affiliates added thus far: Alexander Williams Corporate Parent Ameren Illinois Company</p>

The final warning screen will appear.

Top Case Opening Mistakes

Below are some of the most common errors found during case opening and filing of case initiating documents.

Incorrect Office Code Selection – All civil cases are opened out of our East St. Louis Office. Selecting Benton for the office when opening a civil case will result in an error.

Incorrect NOS Code – The Nature of Suit (NOS) Code is included in Section IV of the Civil Cover Sheet (JS44).

Incorrect Cause of Action – The Cause of Action is included in Section VI of the Civil Cover Sheet (JS44). Use the first listed Cause of Action when opening a new case.

Incorrect or Missing County – Enter the county of residence of the first named Plaintiff. If the Plaintiff is the USA, enter the county of the first named Defendant.

Case Participant Errors – Enter all parties listed on the case initiating document during case opening and include all aliases for a party. Parties should NOT be listed in all capital letters. Do not add additional, identifying, information into the party name field. Add this information into the Party Text field.

Party Text Missing – Additional information that is not part of the name of a party is often left out of the party text field. For example, if a party is named as "ABC Bank, a Delaware corporation" on the front of the complaint, the descriptor "a Delaware corporation" must be included in the Party Text box.

No JS44 Civil Cover Sheet – Each new civil case is required to have a completed Civil Cover Sheet (JS44) to ensure the accurate entry of statistical information in CM/ECF.

Section 8 - Service of Process

Introduction

To file service events, select Service of Process from the Initial Pleadings and Service menu. Select the appropriate event shown in the drop-down menu.

Regular Civil Cases

(a) Issuing Process

1. **Waiver of Service:** Attorneys wishing to pursue waiver of service pursuant to Fed. R. Civ. P. 4(d) should use the Request for Waiver of Service event.
2. **Summons Issued:** Attorneys wishing to have a summons issued should either attach the Summons to the Complaint docket entry, or file the prepared summons using the event Summons Requested. The clerk will issue process and will make an appropriate entry on the docket. The original summons will be sent in the mail to the requesting Attorney.

(b) Returns of Service of Process

The Attorney shall file the *summons* return of service using the event Summons Returned Executed (Or Unexecuted if appropriate). All *other* types of returns of service shall be filed using the event Return of Service Executed (or Unexecuted).

Section 9 - Answers to Complaints

Answers to Complaints

This event will allow the user to add attorneys and may only be used to file the first answer by a defendant to the complaint. **Subsequent answers must be filed using the Other Answers menu.**

(a) Case, Party Filer, and Link Party Filer Screens

The ordering of the screens under Answers to Complaints is unique in that the user will not see a drop-down list for types of answers to complaints, but will instead be immediately prompted to enter the case number. The system will then return a list of unanswered complaints based upon the type of complaint filed.

(b) Unanswered Complaint Screen

Check the box next to each unanswered complaint being answered by this filing.

(c) Additional Effects Screen

This screen will collect information about any third-party complaints. Checking this box will invoke additional screens to add the third-party defendant(s). The user must select the party against whom the complaint is being filed.

(d) Jury Demand

Users will be reminded to update jury demand information.

Other Answers

This menu contains the events for Answers and Responses to non-motion events. Events to file subsequent/amended answers by the same defendant are available in this menu.

Section 10 - Motions

Overview

As with other filings, the user must choose the event, enter the case number, pick the party filer, and complete the Link Party Attorney screen as appropriate. During the transaction, the user will be prompted to upload the corresponding PDF file. To access the available motion types, the user should click on Motions under Motions and Related Filings menu. Multiple motion types may be selected simultaneously.

(a) Motions for Extension of Time

Several separate events address variations of motions for extension of time. Because each motion type creates and satisfies different deadlines when ruled on by the Court, it is important to select the motion type that most closely corresponds to the extension request. The generic Extension of Time event should be used only if the extension request does not match one of the other extension events.

(b) Appeal of Magistrate Judge Decision to District Court

Although these appeals behave like motions, the Appeal of Magistrate Judge Decision event is located on the Appeal Documents menu.

Responses and Replies

Events in this category are to be used in connection with all motion category events. The user should select the most appropriate event and then further describe the pleading in the docket text box. Following are some Response and Reply events of special note:

(a) Reports and Recommendations

Reports and Recommendations are treated as motions; consequently, the objection and response events to these documents are located on the Responses and Replies menu.

(b) Linking

When filing a response or reply to a motion, the user is prompted to select the subject motion to create the link automatically. The response and reply are to be linked to the subject *motion*.

Section 11 - Restricted Documents

Documents to be Filed Under Seal

To request leave of Court to file under seal, the filer should use the event Motion to Seal. The document which is to be filed under seal should be sent by e-mail to the Judge's proposed documents box. Certain events are automatically placed under seal when docketed. If you're unsure if the event you're using will automatically seal the entry, contact the Clerk's Office for guidance. To file a motion under seal, use the event Sealed Motion.

Ex Parte Submissions

Ex parte submissions to the Court may be made electronically by selection of the either event Ex Parte Motion or Ex Parte Document.

Section 12 - Other Filings

Overview

This menu offers events for Discovery Documents, Notices, Trial Documents, Appeal Documents, and Other Documents. Procedures for filing these events are straightforward and similar to filing other documents where the user selects the event, selects the party, and completes the Link Party Attorney screen. Events of note are described below.

Notices

Notice events for the appearance of counsel of record will prompt the user to add an attorney.

Trial Documents

The procedure for filing trial events is similar to the procedure for filing other documents. First enter a case number, then select the filer. The next screen permits the user to choose what type of trial event to file. Select the type of trial event to be filed from the multi-select list.

Appeal Documents

The Notice of Appeal event is used for appeals to the Seventh Circuit. The filing fee is payable during the event transaction.

Other Documents

The Other Documents menu contains various events that vary in type. Select the event, select attorney, select party, and link party filer. Select the type of event to be filed from the multi-select list.

(a) Proposed Documents *See LR 15.1*

1. **Proposed Orders:** Proposed orders are not to be filed on the docket. Rather, they should be sent by e-mail to the Judge's proposed documents box. This includes Joint Report of the Parties and Proposed Scheduling and Discovery Orders.
2. **Proposed Amended Pleadings:** Any document that requires leave of Court for filing must be filed on the docket as an exhibit to the motion requesting leave.

(b) Consents to Proceed Before a U.S. Magistrate Judge

To file a consent to jurisdiction by a U.S. Magistrate Judge, use the Consent/Non-Consent to US Magistrate Judge event, which is found by clicking Civil and selecting Other Documents under the Other Filings heading. Individual party consents do not include the name of the filer in the docket entry, and the PDF attached to the entry is restricted to protect the voluntariness of the party's consent under [28 U.S.C. § 636\(c\)\(2\)](#).

(c) Exhibits

Exhibits in PDF format may be filed in CM/ECF. Non-PDF exhibits, such as a recording or files of images, will be manually filed with the Clerk's Office. Complete the Notice of Manual filing form and upload it to cm/ecf using the corresponding event of what you are filing. Then you will send the device to the Clerk's Office for filing.

Example: To file a video recording as an exhibit to a Motion to Suppress, file the motion using the event Motion to Suppress. Attach the PDF motion in the main document field. In the attachments field, add the Notice of Manual filing as an Exhibit. Mail or hand deliver the electronic device containing the recording to the Clerk's Office, along with the Notice of Manual filing.

Section 13 - Queries and Reports

Case Information Sources

Case docket information sources are stored by various media depending on when the case was filed. If the case was filed prior to 2004, users *may* need to contact the Clerk's Office for assistance in locating information if the complete file is not available through PACER.

Search Guidelines

To search for a name or party, you must have a minimum of two characters (alphabetic or numeric). A wildcard (*) symbol may be used in place of a character before the two known or after the two known characters entered. Entry of the wildcard character before the two known characters will generate a very broad search result. The system will view the two known characters as a string and display any names that contain the string.

Alternatively, use of the wildcard symbol following the two known characters will generate a report containing only those names that begin with the two known characters. The addition of known characters will further limit the search results. If more than one case/person meet the criteria, the user must select one from the generated list and then choose what data to view.

Query

The Query main menu option allows users to search for specific case information by name or case number such as docket report, alias, attorney, party, or associated case information. Some options, like the Deadlines/Hearings report, will require additional selection criteria by the user. Users should note that name fields are not case sensitive and can be for both parties or attorneys. Users may further refine their search for case specific information on the Query sub-menu to reduce PACER charges by selecting the most appropriate item.

Reports

The Reports main menu option allows users to search for District-wide information for both civil and criminal cases. Menu selections are predicated upon the user's access level. In most report selection screens, the following rules apply:

- If a selection box displays more than one choice, multiple items may be selected.
- If a selection list includes a blank item, it can be used to select "all."
- If multiple selection criteria are specified, *i.e.* judge and office, only those items for which both are true will be retrieved.

(a) Docket Sheet

The Docket Sheet report displays the cover page and selected docket entries for a single case. If a document range is specified, docket entries which do not have an associated document will not be listed. This report is the same as generated via the Query menu option Docket Report. Registered Users will be able to view the Notices of Electronic Filing by selecting Docket Sheet and checking the box to include the links to the Notice of Electronic Filing. When viewing the system-generated Docket Sheet, the user may click on the icon next to the document number to display the Notice of Electronic Filing for that transaction.

(b) Civil Cases Report

This report displays a summary list of cases selected by numerous criteria, including office, nature of suit, cause of action, and jurisdiction. The report can be sorted by case number or any of the criteria selected.

(c) Criminal Cases Report

This report displays a summary list of cases selected by numerous criteria including office, case flags, or citation, and can include pending and/or terminated defendants. The report can be sorted by case number, terminal digit, or office.

(d) Civil and Criminal Selected Reports

1. **Calendar Events:** This report displays schedule records, including deadlines and hearings, that match the selection criteria. The report may be sorted by time or divisional office location. *See Appendix C.*
2. **Docket Activity:** The Docket Activity Report displays a summary of docketed events selected by numerous criteria, including start date, end date, office, category of event, or case number. Each item listed includes a case number hyperlink to a docket report and a link to the related PDF document.
3. **Written Opinions:** This report allows the user to view those documents designated as written opinions in the system. There are no PACER charges incurred when viewing written opinions.

Pursuant to the E-Government Act of 2002, a "written opinion" is defined as "any document issued by a judge or judges of the court, sitting in that capacity, that sets forth a reasoned explanation for a court's decision." The responsibility for determining which documents meet this definition rests with the authoring judge. The decision as to whether the document is a "written opinion" is not the same as the decision about whether an opinion should be published.

The definition is expressly intended to cover reports and recommendations issued by U.S. magistrate judges at such time as any action is taken by a district judge on the basis of a report and recommendations issued by a U.S. magistrate judge, and also includes a summary order by a district judge adopting such a report and recommendations. The definition is *not* intended to include routine, non-substantive orders, such as scheduling orders or rulings on motions for extension of time.

Section 14 - Utilities

Utilities

The Utility menu includes the following options for registered users:

Your Account

- **Change Client Code:** Redirects to PACER for the purpose of changing the session's client code.
- **Change PACER Exemption Status:** Allows CJA attorneys to toggle their fee exempt status.

- **Maintain Your Account:** View the registered user's name, address, telephone and fax numbers, set the default for viewing PDF headers on documents, and view attorney admissions documents (if available). There are also links to access e-mail address maintenance and CM/ECF account information,
- **Review Billing History:** Redirects to PACER billing history.
- **Maintain Your E-mail:** View the user's primary e-mail address and add secondary e-mail addresses for noticing in the Southern District of Illinois.
- **View Your Transaction Log:** Run a report of CM/ECF transactions by date.
- **Link a CM/ECF account to my PACER account:** Allows an Attorney admitted prior to August 2021 to link their account for e-filing.

Miscellaneous

- **Court Information:** View CM/ECF technical information, the link to the Court's RSS feed, the physical addresses and hours of operation for each divisional office, PACER contact information, and public case flag definitions.
- **Links to Other Courts:** opens a popup to the PACER court locator page.
- **PACER Case Locator (National Index):** opens a popup to the PACER case locator page.
- **Internet Payment History:** Lists fee payments made within CM/ECF.
- **Legal Research:** provides links to LexisNexis and Westlaw
- **Mailings:** View the recipient list for a case or generate a list of mailing addresses for some or all case participants.
- **Verify a Document:** provides document and signature information
- **Release 6.3 Menu Items → Change PACER Exemption Status**
- **NextGen Release 1.1 Menu Items → Link a CM/ECF account to my PACER account, Change PACER Exemption Status, Maintain Your Login/Password, Bar Admission, BusinessObjects Reports**
- **NextGen Release 1.7 Menu Items → Check PDF Documents**

How to Configure Noticing

STEP	ACTION
1	After logging in to CM/ECF, click Utilities in the main menu.
2	Under the Your Account heading, click on Update Your E-mail Address .
3	<p>On the left side of the screen, under the Primary e-mail address heading, click on your e-mail address.</p>  <p>The screenshot shows a light blue background with the heading "Registered e-mail addresses" in bold black text. Below it, the text "Primary e-mail address:" is followed by a blurred email address ending in ".com". A red arrow points to the ".com" part of the address.</p>

4	<p>The configuration options will appear on the right side of the screen.</p> <ul style="list-style-type: none"> • The registered user's primary e-mail address and a link entitled Update My Primary E-mail: The link will take the user to PACER account maintenance, where the primary e-mail address may be updated. • Should this e-mail address receive notices? Yes/No: This defaults to Yes. If changed to No the registered user will not receive NEFs. • Verify free look use when viewing NEF documents? Yes/No: If set to Yes, a popup requiring the user to verify viewing the document will appear every time the user accesses a free look via an NEF link. The purpose is to prevent spam scanners, bots, or similar from inadvertently using up the user's free look. • How should notices be sent to this e-mail address? Per Filing/Summary Report: Per filing will generate a notice for each filing in each of the user's cases added for noticing. Summary Report will send a daily summary of the day's filings each day. If Summary Report is selected, an additional option will appear that asks if the user wants to receive a "no activity" notice when no summary noticing occurs. If Yes, the Daily Summary Report email will include the message "no transactions found for this time period" if no activity occurs in the cases for which the user is configured to receive summary notices. • In what format should notices be sent to this e-mail address? HTML/Text: The default is HTML. It is recommended to leave the format as HTML because the link to the free look may not work as expected in a text only message. • Should this e-mail address receive general announcements from this court? Yes/No: From time to time the Court sends out e-mail messages to all users in the system for informational reasons. To opt out of these announcements, select No. The Court may override this selection if deemed necessary.
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Case-specific options appear below the Configuration options. Here the user may add additional cases for noticing besides those in which the user is attorney of record or a self-represented e-filing party, view the cases for which they will receive NEFs, and add cases for which the user wishes to receive summary NEFs only.

How to Add Additional Cases for Noticing

STEP	ACTION
1	After logging in to CM/ECF, click Utilities in the main menu.
2	Under the Your Account heading, click on Update Your E-mail Address .
3	Under Case-specific options on the right side of the screen, enter the case number for the case in which you wish to receive NEFs in the Add Additional Cases for Noticing field and click Find This Case .

4	CM/ECF will reformat the case number if the case is found. Click Add case(s) . The case will now appear in the list cases below.
---	---

How to Add Secondary E-Mail Addresses

Secondary e-mail addresses allow a registered user to receive NEFs at additional e-mail addresses aside from their primary e-mail address. **Note: Clicking on a link in an NEF may result in PACER fees.**

STEP	ACTION
1	After logging in to CM/ECF, click Utilities in the main menu.
2	Under the Your Account heading, click on Update Your E-mail Address .
3	<p>On the left side of the screen, under the Secondary e-mail addresses heading, click the add a new e-mail address.</p> 
4	On the right side of the screen, begin typing the e-mail address in the box.
5	For instructions on how to configure each secondary e-mail address, <i>see</i> 'How To Configure Noticing' above.

Maintaining Mailing Addresses

Registered users are required to keep their mailing addresses up to date. If the mailing address on a pleading does not match the Court's records, the Court will likely contact the registered user regarding the discrepancy.

Registered users' mailing addresses in their CM/ECF accounts are maintained from their PACER accounts. Only one mailing address may be associated with a CM/ECF account.

From the CM/ECF **Maintain Your Account** screen, the link "Edit Name and Address Information" redirects to PACER account maintenance. Alternatively, the user may go directly to [PACER account maintenance](#).

STEP	ACTION
1	After logging in with PACER credentials, select the Maintenance tab and click on Update Address Information .

2	Complete the Update Address Information section.
3	<p>If your entire law firm has relocated, check the box for applying the update to the entire firm:</p> <p><input type="checkbox"/> Check here if this address update applies to the entire firm.</p>
4	<p>Select whether the new address is to be applied to Open, Closed, All, or None of the cases in which you have appeared.</p> <p>Apply update to <input type="text" value="Select"/></p> <p>Apply Updates to Selected Courts</p> <p>PACER Billing</p> <p><input type="checkbox"/> Law Offices of John Q. Pacific 111 NoWhere Street This City, IL 62000 Phone: 555-555-3232</p> <p>U.S. District Courts</p> <p>Illinois Southern District Court (test)</p> <p><input type="checkbox"/> Law Office of John Q. Pacific 111 NoWhere St Suite 100 This City, Phone: 555-555-3232</p>
5	<p>In the next section, Apply Updates to Selected Courts, you may apply the address change to PACER billing and some or all courts, just one court, or just PACER billing.</p> <p>Apply Updates to Selected Courts</p> <p>PACER Billing</p> <p><input type="checkbox"/> Law Offices of John Q. Pacific 111 NoWhere Street This City, IL 62000 Phone: 555-555-3232</p> <p>U.S. District Courts</p> <p>Illinois Southern District Court (test)</p> <p><input type="checkbox"/> Law Office of John Q. Pacific 111 NoWhere St Suite 100 This City, Phone: 555-555-3232</p>
6	Click Submit. The update will be sent to the court and processed by admissions staff, after which you will receive a confirmation e-mail from PACER.

Section 15 - Conventions and Standards

Introduction

The purpose of establishing conventions and standards for party name entries is to facilitate litigation searches and to avoid duplication of party names in the database. The basic rule for party name entry is to spell it exactly as it appears on the pleading. It is important to do a thorough search to avoid entering duplicate information. Searches are conducted by entering only the first few letters of the last name of a person, business, municipality, organization, or agency. The information will be retrieved only as it appears in the system database.

Party Name and Party Text Entry

Enter the party name exactly as listed on the case-initiating document (excluding only the words "The," "A," or "An" when preceding the name of a party). Use punctuation only when it is part of the actual name (*e.g.*, the apostrophe in O'Malley or Dave's Diner). Include hyphens in the last name or first name field when necessary (*e.g.*, Rodriguez-Sanchez). Remove spaces in a last name (*e.g.*, last names beginning with Mac or Mc or MC).

Example 1 Dr. Harry A O'Malley IV	Last Name: O'Malley First Name: Harry Middle Name: A Generation: IV Title: Dr.
Example 2 Harry O Mc Cord	Last Name: McCord (remove the space between the c's) First Name: Harry Middle initial: O Insert any additional party text information included in the pleading caption into the Party Text field.

(a) Individual Persons

Enter the full last name, full first name, middle name (or initial), and generation (for example: Jr., Sr., II, etc.) into the designated fields. Use the Title field for designations such as Officer, Sergeant, or Executor. Additional information may also be added in the Party Text field, such as the words: Individually or in their official capacity, or Incorporated in the State of STATE NAME. Do not insert address information.

(b) Corporations

Enter the full and complete name as referenced in the pleading in the last name field only. Exclude from entry of a corporate name any leading "The."

Example The Integrated Global Systems Company	Last Name: Integrated Global Systems Company (remove the leading word "The")
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(c) Unions

The last name field is to be the full name of the union or trust, with the Local number in the first name field.

Example Plumbers and Pipefitters, Local 359	Last Name: Plumbers and Pipefitters First Name: Local 359 Party Text: blank Displayed as: Local 359 Plumbers and Pipefitters
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(d) Governmental Entities

1. **Federal Agencies:** Enter the agency name (*e.g.*, U.S. Department of the Interior), instead of the name of the agency head (*e.g.*, Ken Salazar), unless that person is being sued in his/her individual capacity.

Example 1 Secretary Ken Salazar, U.S. Department of Interior	Last Name: U.S. Department of Interior Party Text: Secretary Ken Salazar
Example 2: When the Secretary is also being sued in his individual capacity enter:	Last Name: Salazar First Name: Ken Title: Secretary Party Text: Department of Interior, in his individual capacity

2. **States, Cities, Towns, and Counties:** Enter the key words City of CITY NAME in the last name field. However, if the litigant is a department or agency for that state or city, drop the words "State of" or "City of" from the last name field and start the last name field with the name of the state or city.

Example 1 City of East St. Louis Water District	Last Name: East St. Louis Water District
Example 2 City of East St. Louis	Last Name: East St. Louis First Name: City of
Example 3 Office of Services to Children and Families for the State of Illinois	Last Name: Illinois Office of Services to Children and Families

(e) Personal Property

Enter the item as listed in the pleading. Enter further description of the item, such as registration numbers, color, year, make, or model in the Party Text field.

1. **Vehicles:** Enter the vehicle as identified on the complaint.

Example 1989 Chrysler New Yorker, VIN 325678765445	Last Name: 1989 Chrysler New Yorker, VIN 325678765445
---	---

2. **Currency:** Enter currency as listed on the complaint. Enter the \$ symbol with the dollar amount. Use comma(s) and decimal points. Following the amount, in parentheses, with the type of currency if known.

Example \$14,669.42 in US Currency	Last Name: \$14,669.43 in US Currency
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(f) Real Property

Use the street address if available. Start the last name field with the street address followed by the city and then the state abbreviation.

Example 15993 SW Happy Valley Lane, Portland, Oregon, 99832 real property with buildings, appurtenances and improvements	Last Name: 15993 SW Happy Valley Lane, Portland, OR, 99832 Party Text: real property with appurtenances and improvements
---	---

If the street address is not included, use the real property legal description.

(g) John Doe(s) / Jane Doe(s)

- If the last name of the party is known but not the first name, enter/create the party by the last name only. See Example 1.
- If a first name is known but not the last name, the party record should be entered as specified in Example 2.
- If both the first and last name are unknown, enter the party as a "John Doe" or "Jane Doe." See Example 3.
- If the pleading identifies many unknown parties (*e.g.*, John Does 1-5), then add the descriptor (1-5) in the party text for the party record of "John Doe" or "Jane Doe." See Example 4.
- If there is a unique descriptor about any of multiple John Does (*e.g.*, Sergeant-in-Charge), create a separate party.

Example 1: ? Smith	Last Name: Smith First name: Leave blank
Example 2: Sally ?	Last Name: Doe First Name: Sally
Example 3: Both first and last names unknown	Last Name: Doe First Name: John
Example 4: Multiple unknown parties	Last Name: Doe First Name: John Party text: 1-5

(h) Estates

If the party is regarding the estate of a person, insert "Estate of" in the last name field.

Example: Estate of Dorothy Drew	Last Name: Estate of Dorothy Drew First Name: Leave Blank Party Text: Deceased
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(i) Guardian *Ad Litem*

If the party is represented by a guardian *ad litem*, the guardian should be entered as the party. The person who is the subject of the guardianship should be entered the party text field.

Example: John Doe, Guardian ad litem for Jane Doe	Last Name: Doe First Name: John Party Text: Guardian Ad Litem for Jane Doe
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Section 16 - Social Security Appeals

Case Opening

Add the existing party "Commissioner Social Security" as the Defendant at case opening. **Do not create a new party.** Add the existing party "SSAOGC" with the role *Interested Party*. Adding the correct parties will ensure that the Notice of Electronic Filing (NEF) is sent to and is accessible by the Social Security Administration.

Complaint

Use the Civil Complaint event to file the complaint. Do not attach proposed summonses.

Service

Pursuant to Fed. R. Civ. P. Supp. R. Soc. Sec. 3, service will be made upon the Social Security Administration Office of General Counsel and the local U.S. Attorney by transmittal of a Notice of Electronic Filing at the time of the filing of the Complaint. No proposed summonses are required to be filed.

Filing the Answer/Transcript of Administrative Record

Pursuant to Fed. R. Civ. P. Supp. R. Soc. Sec. 4, the Transcript of the Administrative Record may be filed in lieu of an answer. Use the Answers to Complaints link under the Civil menu to file the Answer or use the Social Security Transcript of Administrative Record event in lieu of filing an Answer. The Attorney may also file **both** an Answer and the Transcript of the Administrative Record using the corresponding events for each separate filing.

Briefing

Briefing will be consistent with the Order Setting Social Security Briefing Scheduled entered after the answer or transcript is filed.

Appendices

Appendix A - Prefix Types

PREFIX			
Amended	Fifth	Oral	Third
Consent	Final	Proposed	Third Party
Counter	First	Quarterly	Amended
Cross	Fourth	Second	Consent
Eighth	Interim	Seventh	
Emergency	Joint	Sixth	
Endorsed	Monthly	Supplemental	
Ex Parte	Ninth	Tenth	

Appendix B - Party Roles

List of party role types available in CM/ECF are displayed below. An '*' indicates that the named party will not appear on the cover docket report.

ROLE TYPE		
Amicus	Creditor	Intervenor Defendant
Appellant	Cross Appellant	Intervenor Plaintiff
Appellee	Cross Appellee	Material Witness
Arbitrator	Cross Claimant	MDL Plaintiff (COURT USE ONLY)
Claimant	Cross Defendant	Mediator
Consol Claimant	Custodian	Movant
Consol Counter Claimant	Debtor	Objector
Consol Counter Defendant	Debtor-in-Possession	Petitioner
Consol Cross Claimant	Defendant	Plaintiff
Consol Cross Defendant	Estate	Protective Order Defendant
Consol Defendant	Executor Defendant	Receiver

Consol Plaintiff	Executor Plaintiff	Respondent
Consol Third Party Defendant	Garnishee	
Consol Third Party Plaintiff	In Re	
Corrections	Interested Party	
Counter Claimant	Interpleader	
Counter Defendant	Intervenor	

Appendix C - Schedule Types (Deadlines and Hearings)

DEADLINES	
Action Due Deadline	Plaintiff's SS Brief Deadline
Admissions Deadline	Plea Agreement Deadline
Amended Pleadings Deadline	Pretrial Order Deadline
Answer to Objections to Writ Deadline	Proposed Pretrial Order Deadline
Appeal Record Deadline	Redacted Transcript Deadline
Appellant's Brief Deadline	Redaction Request Deadline
Appellant's Reply Brief Deadline	Release of Transcript Restriction Deadline
Appellee's Brief Deadline	Reply Deadline
Attorney Appearance Deadline	Response Deadline
Consent-21 Deadline	Response to Sentencing Memoranda
Consent-7 Deadline	Rule 26 Meeting Report Deadline
Continued Mediation Session	Show Cause Response Deadline
Cross Motions Deadline	Show Cause Response re Consent Deadline
Defendant's Brief Deadline	Simplification of Issues Deadline
Defendant's Reply Brief Deadline	Status Report Deadline
Defendant's SS Brief Deadline	Stipulation Selecting Mediator
Discovery Deadline	Supplement to Notice of Removal

Dispositive Motion Deadline re Exhaustion of Administrative Remedies	Surreply Deadline
Dispositive Motions Deadline	Synopsis of Complaint Deadline
Exhibit List Deadline	Transcript Deadline
Expert Witness List Deadline	Trust Fund Statement
Government's Brief Deadline	Waiver of Service Deadline
Government's Reply Brief Deadline	Plaintiff's SS Brief Deadline
Initial Partial Filing Fee	Plea Agreement Deadline
Joinder of Parties Deadline	Pretrial Order Deadline
Joint Proposed Discovery Deadline	Proposed Pretrial Order Deadline
Mandatory Mediation Program Completion	Redacted Transcript Deadline
Mandatory Mediation Session	Redaction Request Deadline
Notice of Impending Dismissal Deadline	Release of Transcript Restriction Deadline
Objections to PSR	Reply Deadline
Objections to R&R Deadline	Response Deadline
Objections to Writ Answer Deadline	

HEARINGS		
Allocution Hearing	Hearing re Pro Se Status	Revocation of Probation - Final Hearing
Arbitration Hearing	In Camera Hearing	Revocation of Supervised Release - Final Hearing
Argument on Bankruptcy Appeal	In Chambers Conference	Rule 44(c) Hearing
Arraignment	In-Court Hearing	Scheduling Conference
Attorney Appointment Hearing	Initial Appearance	Discovery Hearing
Bench Trial	Initial Appearance - Material Witness	Sentencing
Bond Forfeiture Hearing	Initial Appearance - Rule 40/5(c)(3)	Sentencing Jury

Bond Hearing	Initial Appearance - Revocation Proceedings	Settlement Conference
Bond Review Hearing	Initial Conference	Show Cause Hearing
Bond Revocation Hearing	James Hearing	Status Conference
Change of Plea Hearing	Judgment Debtor Exam	Summary Jury Trial
Citation to Discover Assets	Jury Selection	Telephone Conference
Competency Hearing	Jury Trial	Voir Dire
Confirmation Hearing	Markman Hearing	Writ Hearing
Contempt Hearing	Material Witness Hearing	
Daubert Hearing	Mediation Session	
Default Hearing	Motion Hearing	
Detention Hearing	Nebbia Hearing	
Detention Hearing - Material Witness	Non-Compliance Hearing	
Discovery Dispute Conference	Omnibus Hearing	
Dispositional Hearing	Plea Agreement Hearing	
Docket Call	Plea and Sentence	
Early Neutral Evaluation	Preliminary Hearing	
Evidentiary Hearing	Preliminary Revocation Hearing	
Extradition Hearing	Pretrial Conference	
Final Pretrial Conference	Psychiatric Report Hearing	
Forfeiture Hearing	Reentry/Drug Court Hearing	
Hearing In-Aid-Of Judgment	Remand Hearing	
Hearing Out of Jury Presence	Removal Hearing	

Appendix D – Judge Codes

CASE CODE	ASSIGNED JUDGE
NJR	Chief Judge Nancy J. Rosenstengel
SMY	Judge Staci M. Yandle
SPM	Judge Stephen P. McGlynn
DWD	Judge David W. Dugan
JPG	Judge J. Phil Gilbert
RJD	Magistrate Judge Reona J. Daly
MAB	Magistrate Judge Mark A. Beatty
GCS	Magistrate Judge Gilbert C. Sison