



UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE
Established by the Judiciary Act of 1789



USER TRAINING FOR ELECTRONIC CASE FILING



1

Training Objectives

- Prepare Documents for Electronic Filing
 - File Documents Electronically
 - View Electronically Filed Documents
 - Understanding Rules and Procedures Governing ECF
 - Managing Your User Account Options and Password
-

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Training Materials

Agenda

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

ECF

ONLINE USER TRAINING FOR ELECTRONIC CASE FILING

AGENDA

WELCOME AND INTRODUCTION
TRAINING OBJECTIVES
ECF AND DOCUMENTS
PREPARING DOCUMENTS FOR FILING
LOADING AND ECF
FILING IN ECF
1. INTRODUCTION
2. DIRECTORIES
3. COMPLAINTS
4. ANSWERS
MANAGING YOUR FILING
GENERAL REPORTS AND UTILITIES IN ECF
ANNUAL REPORTS AND UTILITIES IN ECF
1. INTRODUCTION
2. REPORTS
3. SERVICE
4. ECF MANAGEMENT AND UTILITIES
5. RELATED DOCUMENTS
6. COMPLAINTS AND ANSWERS
7. ECF SUPPORT CONTACT AND HELP SYSTEMS FOLDER

FAQ
ECF RESOURCES
GENERAL AND SUPPORT

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Training Materials Cont.

□ Training Exercises

United States District Court
District of New Hampshire

ECF Training - Exercise #1

Converting Word Processing Document to PDF

A. Introduction to PDF

1. All documents submitted through the court's ECF system must be filed in Portable Document Format (PDF). This area will read both PDF software to read these documents, known as PDF readers, and PDF software to create these documents, known as PDF writer or creation software. This exercise will explain how to use PDF creation software to convert a word processing document to PDF.
2. Filing Users must install PDF creation software in order to electronically convert documents created in a word processing system (MS Word, WordPerfect, etc.) into a PDF document. There are numerous different vendors who provide PDF creation software. The linked pathway does not endorse or recommend any specific PDF software. For a listing of different PDF creation software vendors, see our web page.
3. While the court cannot endorse any specific PDF reader, we have determined Adobe for training purposes. For instructions on how various steps to convert documents to PDF format using different word processing systems, see our web site at User Manual.
4. There are risks that depending on the font, header, the printer selected, and other document characteristics, the position and format of a document may change during the conversion process. Thus, you always want to be careful to review converted documents to ensure they maintained the desired format when submitting the document through ECF. If the document changed format, you may want to attempt the font or other document characteristics or try a different method of converting to PDF, such as using PDF Creator rather than PDF Writer or even trying to publish to PDF if you have WordPerfect 10 through 11. To prevent this, you may try downloading an alternate PDF writer software, such as PDFPro and comparing conversions. Lastly, you may purchase an online conversion service contract with your computer to assist you with this process.

B. Conversion to PDF

1. Insert "x" only on final draft of word processing document, then save.
2. Open up word processing document

ECF Training
Converting a Word Processing Document to PDF

1

ECF Help Desk Sticker

Place in Convenient Location



Training Materials Cont.

CLE Certificate of Attendance

NH MINIMUM CONTINUING LEGAL EDUCATION BOARD

ATTORNEY CERTIFICATE OF ATTENDANCE

Please note: This form is for your records in the event you are audited. You are not required to submit this form to the NIMCLE Board.

Sponsor: US District Court - NH - CJA Panel

Activity Title: ECF Filing Users Training

Activity Date: various - April through June 2008

Location: Concord, NH

Effective Dates: July 1, 2003 thru June 30, 2004

This program has been approved by the NIMCLE Board

for a total of: 2 CLE credit hour based on a 60-minute hour**

of this total: 2 CLE credit hour(s) of the program is/are devoted to instruction in ethics/professionalism

Remember: Luncheon addresses, business meetings, receptions are not to be included in the acquisition of credits.

** This form denotes full attendance. If you arrive late or leave prior to the program ending time, it is your responsibility to adjust CLE hours accordingly.

Training Materials Cont.

Systems Requirements

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

ECF

ECF RESOURCES ON DOCUMENT WEBSITE

All of the forms, rules, and materials that you will need to file documents electronically are available on the "Electronic Case Filing" section of the New Hampshire Federal District Court web site at www.usdcnh.gov/efiling. (As of April 1, 2010, you will find the following):

- ECF Registration Form** - A person wishing to file in ECF must register to obtain a login password.
- ECF Court Case Number Authentication Form** - Courts documents, such as complaints, petitions, etc. must include an e-mail address for filing and ECF only if the filer has not used the form.
- Electronic Summary of Rules and Procedures Governing ECF** - This document compiles the relevant federal rules, local rules, and administrative procedures governing ECF in a single, convenient format with citations.
- Administrative Procedures for ECF** - These procedures supplement the federal rules of procedure and the district's local rules and address numerous electronic filing issues.
- ECF User Guide** - This guide will explain technical filing issues, how to convert documents to PDF format, how to file pleadings in ECF, and how to monitor your own ECF account.
- System Requirements** - A person should refer to this section in order to determine whether their office has the systems needed to participate in ECF.
- Chief/Clerical ECFs Directory** - Pertains to the Administrative Procedures for ECF; all documents shall be filed and docketed using these listed e-mail addresses.
- Training** - This site offers you to review materials on computer based training modules, to practice electronic filing on a dummy filing box, or to sign up online to attend classroom training sessions scheduled by the clerkship in ECF.
- Frequently Asked Questions** - The "Case Processing" section of the web site and administrative guidelines to the ECFs PDF format that you can use to post your documents and obtain the e-filing ECF.

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Training Materials Cont.

ECF Resources Insert

All materials available on ECF "Resource Material" section of USDCNH web site

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

ECF

ECF RESOURCES ON DOCUMENT WEBSITE

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- ECF Registration Form** - A person wishing to file in ECF must register to obtain a login password.
- ECF Court Case Number Authentication Form** - Courts documents, such as complaints, petitions, etc. must include an e-mail address for filing and ECF only if the filer has not used the form.
- Electronic Summary of Rules and Procedures Governing ECF** - This document compiles the relevant federal rules, local rules, and administrative procedures governing ECF in a single, convenient format with citations.
- Administrative Procedures for ECF** - These procedures supplement the federal rules of procedure and the district's local rules and address numerous electronic filing issues.
- ECF User Guide** - This guide will explain technical filing issues, how to convert documents to PDF format, how to file pleadings in ECF, and how to monitor your own ECF account.
- System Requirements** - A person should refer to this section in order to determine whether their office has the systems needed to participate in ECF.
- Chief/Clerical ECFs Directory** - Pertains to the Administrative Procedures for ECF; all documents shall be filed and docketed using these listed e-mail addresses.
- Training** - This site offers you to review materials on computer based training modules, to practice electronic filing on a dummy filing box, or to sign up online to attend classroom training sessions scheduled by the clerkship in ECF.
- Frequently Asked Questions** - The "Case Processing" section of the web site and administrative guidelines to the ECFs PDF format that you can use to post your documents and obtain the e-filing ECF.

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Benefits of ECF

- 24 hour filing over the Internet
- 24 hour access to view, download or print documents from your desktop
- Instantaneous e-mail notice of filed pleadings and court orders
- Electronic service of pleadings

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National Initiative

- Nationwide roll out for all levels of federal court. CM/ECF presently being implemented in 160 courts
- 90 Bankruptcy Courts (71 operational)
- 70 District Courts (44 operational)
- Nationwide implementation completed sometime in 2005

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Other ECF Courts in First Circuit



- District Courts (Massachusetts, Maine and Puerto Rico)
- Bankruptcy Courts (Massachusetts, Maine, New Hampshire, Puerto Rico, Rhode Island)

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ECF In New Hampshire



- ECF mandatory in all civil cases filed after June 1, 2004
- ECF mandatory in all criminal cases filed after January 1, 2005
- Cases existing prior to these dates may be ECF if agreed upon by counsel

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One Time Exemption

- Attorney may file first document in case on paper
- Must register for ECF within 30 days
- Provision lapses June 1, 2005

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Eligibility for ECF

- Mandatory for all members of USDCNH Bar and Pro Hac Attorneys
- Counsel may be exempted upon motion
- Pro se litigants upon motion
- All parties file electronically or case will remain paper case

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How ECF Works

- Create a document using word processing software
- Convert word processing document to Portable Document Format (PDF)
- Log onto court's CM/ECF system
- Follow a set of simple prompts and submit to Court's system
- Document instantaneously added to docket and served on participating attorneys

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Preparing Documents for Filing in ECF

Only PDF documents may be filed with the court using the ECF system

Universally readable regardless of word processing system

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Two Types of PDF Documents

There are two types of PDF documents

1. Electronically converted Portable Document Format (PDF) documents—converted from word processing document using PDF creation software
2. Scanned image PDF documents--converted from paper document using a scanner

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Electronically Converted PDF Required

- Only converted PDF may be filed unless filer possesses only hard paper copy of document
- If filer has only paper copy, then may file scanned PDF

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PDF Creation Software Required

- ❑ Adobe Acrobat (or another compatible PDF formatter) allows you to write or convert word processing document to PDF
- ❑ Web Site Lists Different Vendors

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Adobe Acrobat Version 6.0

Users having V.4 cannot read PDF documents converted using V.6

Handout in packet explains how to install and save documents in Acrobat Version 6.0 so they will be "backward compatible"

Adobe Acrobat 6.0 Use with CM/ECF

Background: When Adobe released the newest software, Acrobat 6.0, the newest format created was called *Portable Document Format 1.7* (PDF 1.7). The code for creating the software used to create PDF documents is called CM/ECF. The code for reading the software used to read PDF documents is called CM/ECF. With some changes to the software...

What if you're using...? Use the table below to determine if it is necessary to upgrade your Adobe Acrobat.

If you are using...	What you should do...
Adobe Acrobat 5.0 or 4.0 (all versions)	Upgrade to Acrobat 6.0
Adobe Acrobat 5.0 (all versions)	Upgrade to Acrobat 6.0
Adobe Acrobat 4.0 (all versions)	Upgrade to Acrobat 6.0

Notes: Because of the nature of changes made in Adobe Acrobat 6.0 there will be a learning curve in using the new software. The look and feel of the software has changed from what there are other versions of Acrobat on, standard as performed. The standard is a "high" version with some of the features removed that were available in Acrobat 4.0 and 5.0.

System Requirements: If you choose to upgrade, the following steps will help make the transition successful:

- Complete a manual upgrade process version of Adobe Acrobat 6.0 using the "Upgrade" button.
- If you are upgrading, after upgrading you may have to reconfigure Adobe Acrobat 6.0 in the "Setup" application. For full details, see the "Getting Started" section in the "Getting Started" section of the Acrobat 6.0 user manual.
- After installing, follow the steps in the "Getting Started" section of the Acrobat 6.0 user manual to ensure the PDF documents created with Acrobat 6.0 will be readable by those with older versions of Acrobat.

Compatibility: Adobe Acrobat 6.0 has changed considerably from the previous version. Because of these changes, settings within Acrobat 6.0 may be changed to ensure compatibility with older versions of Acrobat. To ensure compatibility with Acrobat 4.0, follow the steps in the "Getting Started" section of the Acrobat 6.0 user manual.

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How to Convert to PDF

Take out Exercise #1

United States District Court
District of New Hampshire

ECT Training - Exercise #1

Converting Word Processing Document to PDF

A. How to Convert to PDF

1. All documents submitted through the court's ECF system must be filed in Portable Document Format (PDF). This means that most word processing software, known as WPP (Word, WordPerfect, etc.) must be able to create these documents. Known as PDF reader or creation software, this software will explain how to use PDF creation software to convert a word processing document to PDF.
2. Many users must install PDF creation software in order to automatically convert documents created in a word processing system (MS Word, WordPerfect, etc.) into a PDF document. There are numerous different readers and/or file creation software. The federal judiciary does not endorse or recommend any specific PDF software. For a listing of different PDF creation software readers, see our web page.
3. While the court cannot endorse any specific PDF reader, we have discovered Adobe for testing purposes. For instructions on how to use steps to convert documents to PDF format using different word processing systems, see our web site at [User Manual](#).
4. Please note that depending on the font, header, the printer selected, and other document characteristics, the pagination and format of a document may change during the conversion process. This area changes will be useful to review converted documents to ensure they remained the same format before submitting the document through ECF. If the document changed format, you may want to attempt the font or other document characteristics or try a different method of converting to PDF, such as using PDF creation software from PDF Writer or even trying to Publish to PDF if you have WordPerfect 11 through 11. You may also want to try downloading an alternative PDF writer software, such as PDFPro and comparing conversion. Lastly, you may purchase an online conversion service online with most readers to assist you with this process.

B. Converting PDF

1. Insert "v" only on final draft of word processing document, then save.
2. Open up word processing document.

ECT Training
Converting a Word Processing Document to PDF

How to Convert to PDF

Assume Created Doc in Word Processor

WordPerfect 11 - M:\WINAPPS\WPDOCS\ADMIN\Dan\Grady Dismiss.wpd

File Edit View Insert Format Table Tools Window Help

Form Ready

DEFENDANT'S MOTION TO DISMISS

This case having been initiated after the expiration of the statute of limitations,
for the reasons more fully stated in the Defendant's Memorandum of Law in Support of
this motion, the case should be DISMISSED.

/s/ on final
version only

Judith Attorney
Attorney for Defendant
114 Glen Ave. 84-84
ABC Law Firm
123 South Street
CONCORD, NH 03301
(603) 225-1477
E-mail: judith@attorney.com

Page 1 of 1 | Line 66 of 545

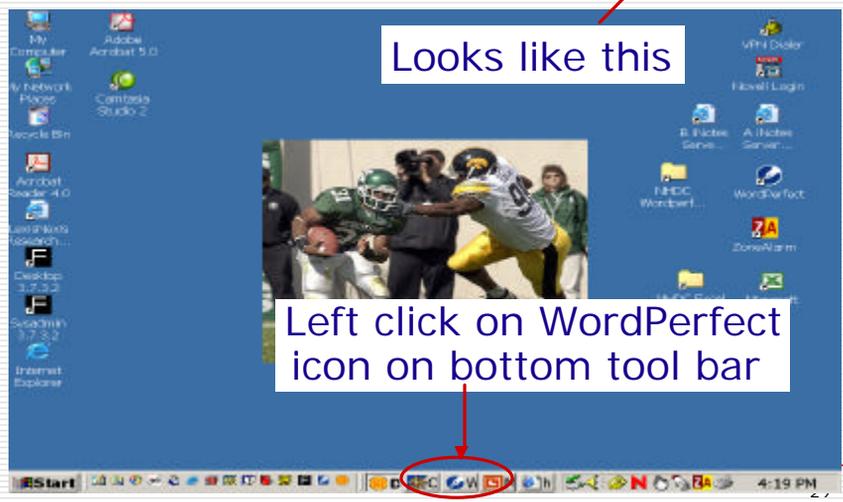
How to Convert to PDF



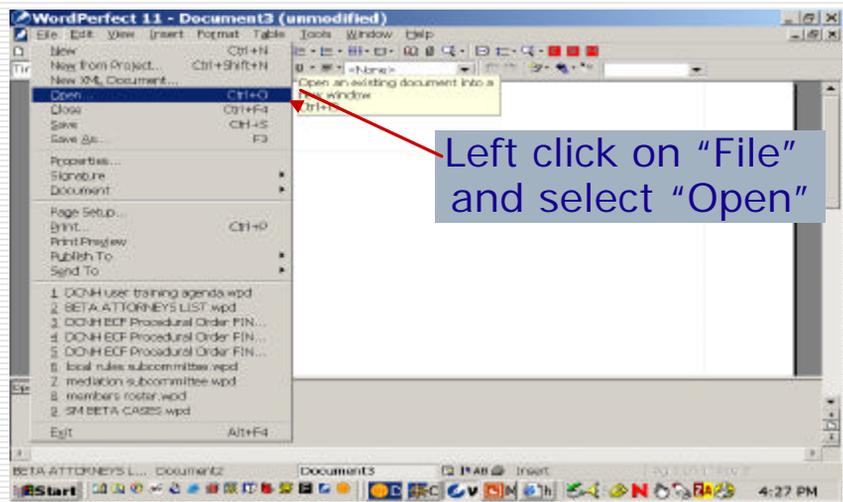
Looks like this



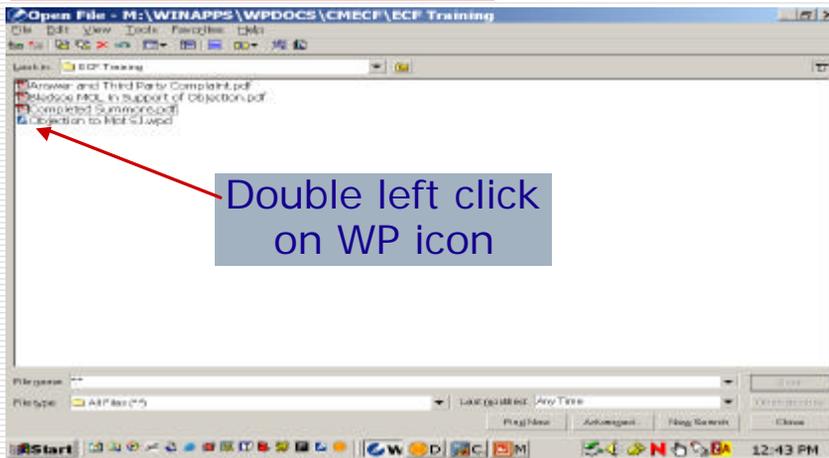
Left click on WordPerfect icon on bottom tool bar



How to Convert to PDF

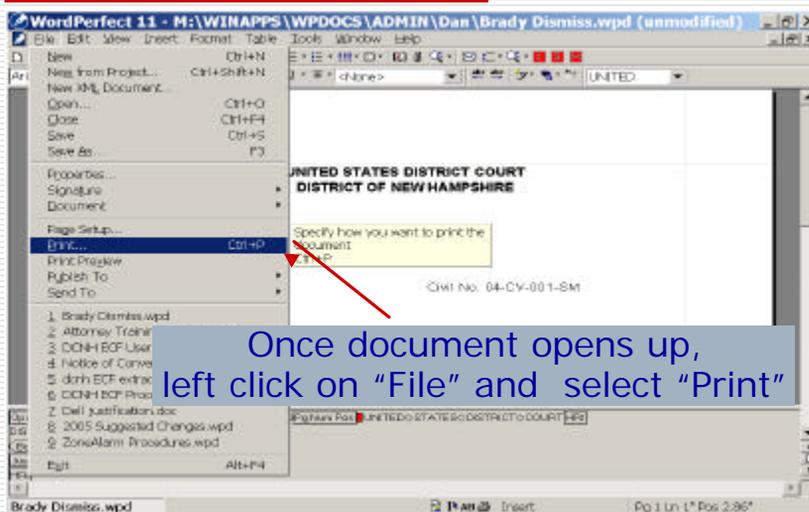


How to Convert to PDF

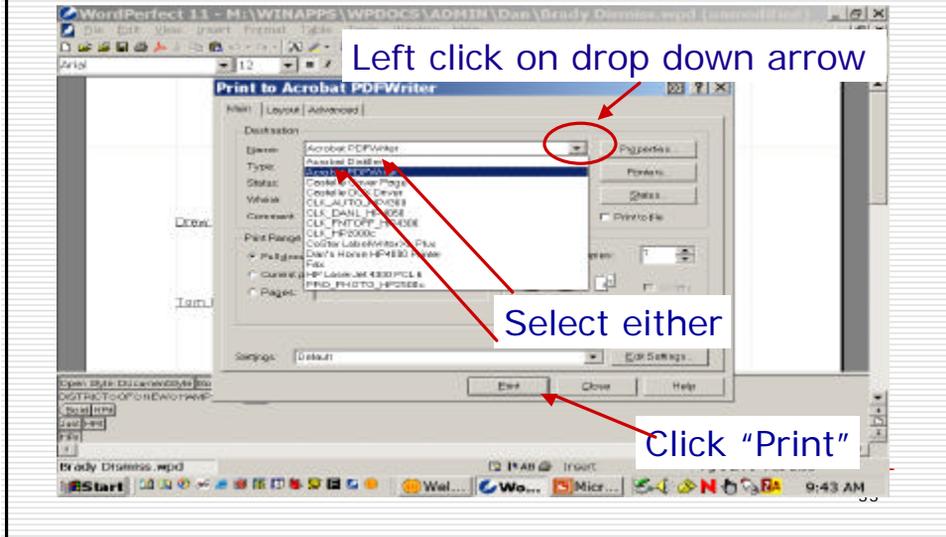


31

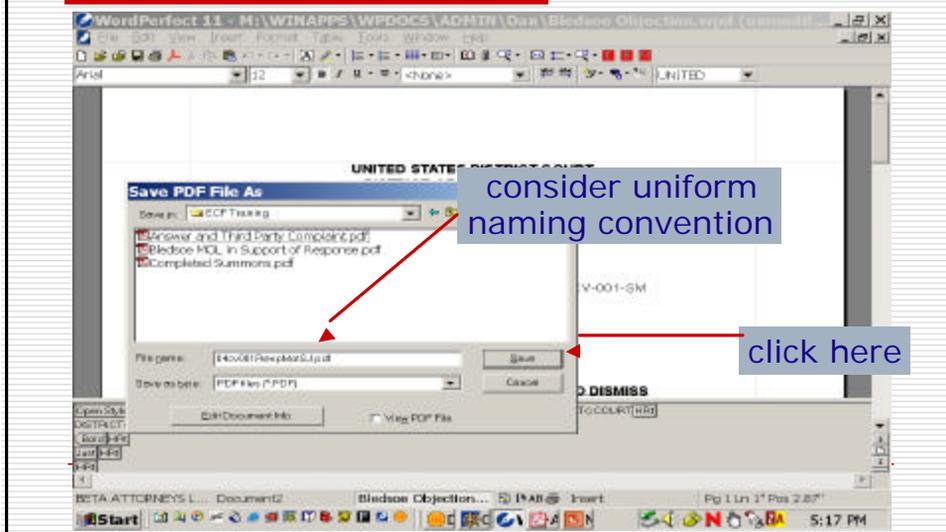
How to Convert to PDF



How to Convert to PDF Cont.

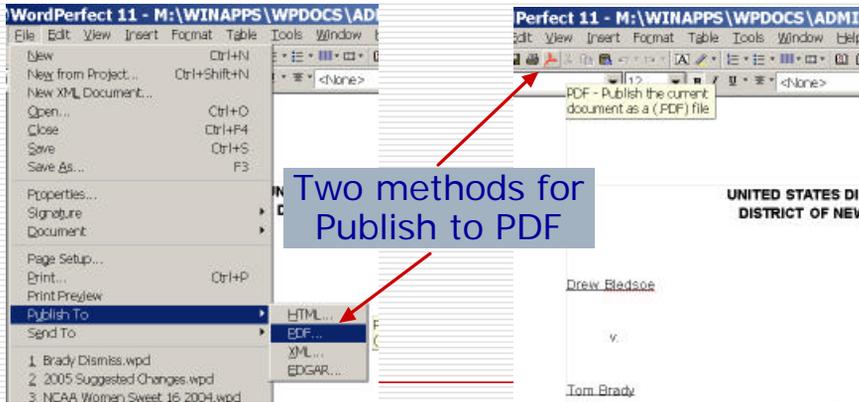


How to Convert to PDF Cont.



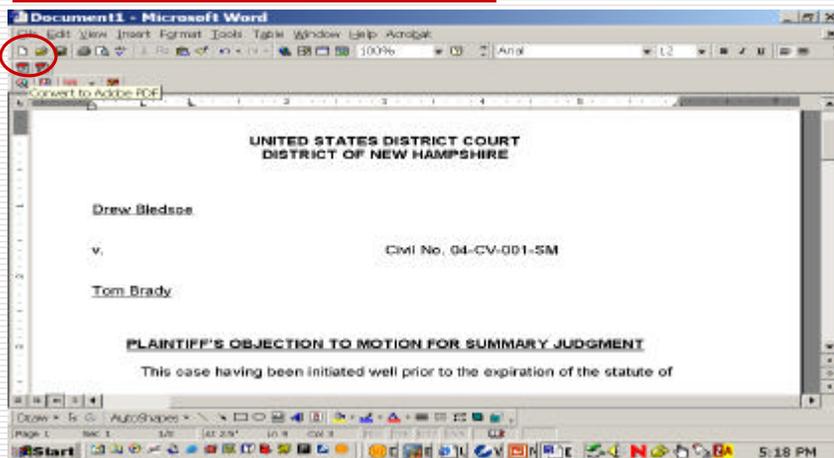
Alternative PDF Conversion Method

If you have WP Version 9 or Higher you may use "Publish to PDF"



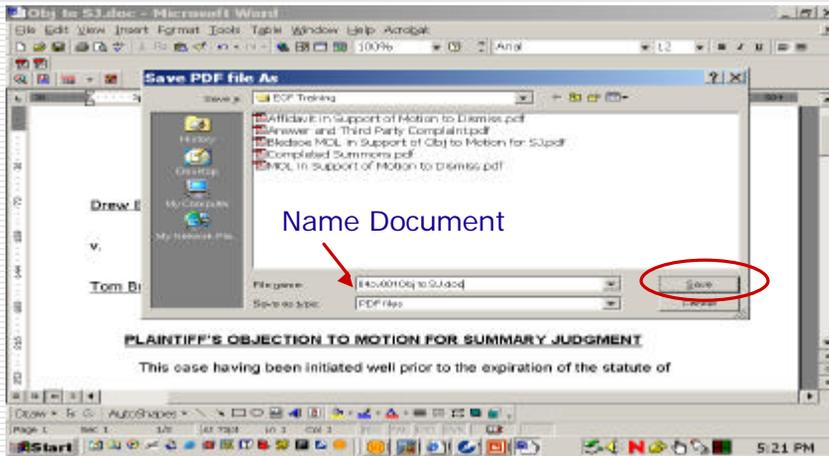
35

Converting to PDF in Word



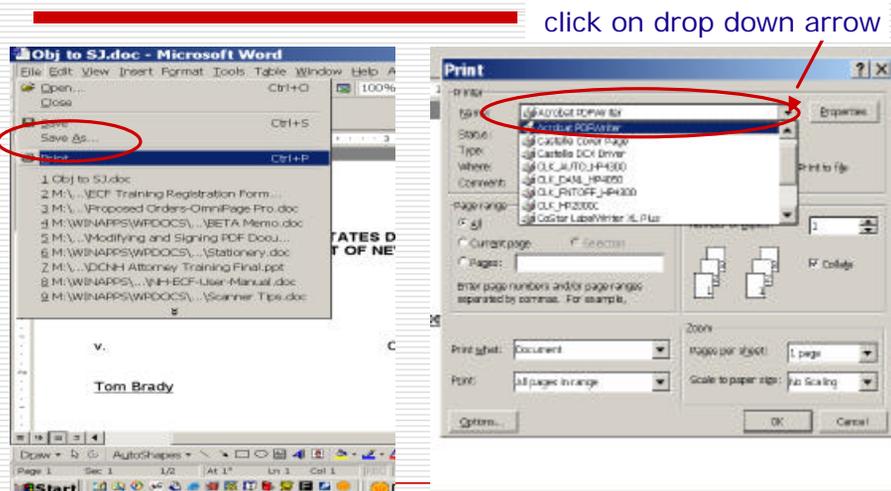
36

Converting to PDF in Word Cont.



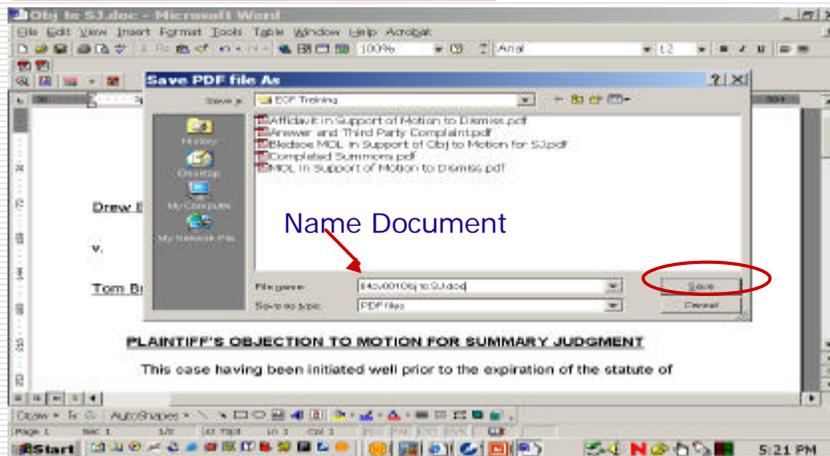
37

Alternative PDF Conversion Method in Word



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Alternative PDF Conversion Method in Word



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Check Format and Pagination After Converting to PDF

- Simplify font, headers or other document characteristics
- Try a different method of converting to PDF
- Try downloading different software—like PDF995 at www.pdf995.com
- Consider purchasing service contact with vendor

40

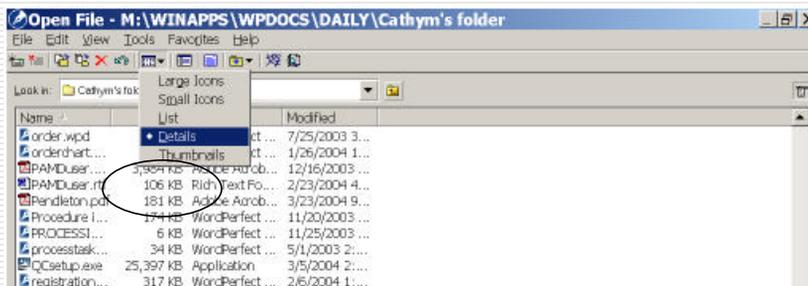
PDF Must Not Exceed 2 MB

- ❑ ECF will not accept any document exceeding 2MB
- ❑ Some e-mail programs won't accept documents larger than 2 MB
- ❑ Takes long time to open
- ❑ Must submit in separate 2 MB segments
- ❑ 1000 KB=1 MB

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How to Check Size of PDF

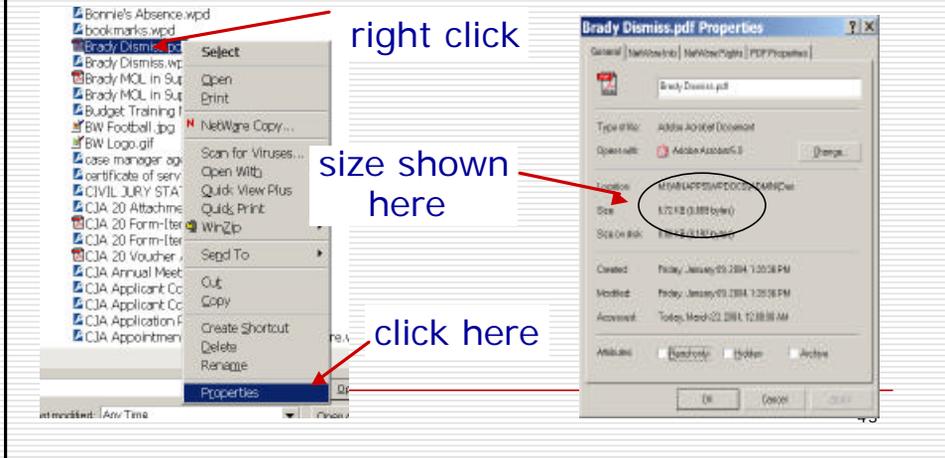
In WordPerfect within "Open File" directory, you can determine the size by clicking on the "views" option on tool bar and selecting "details"



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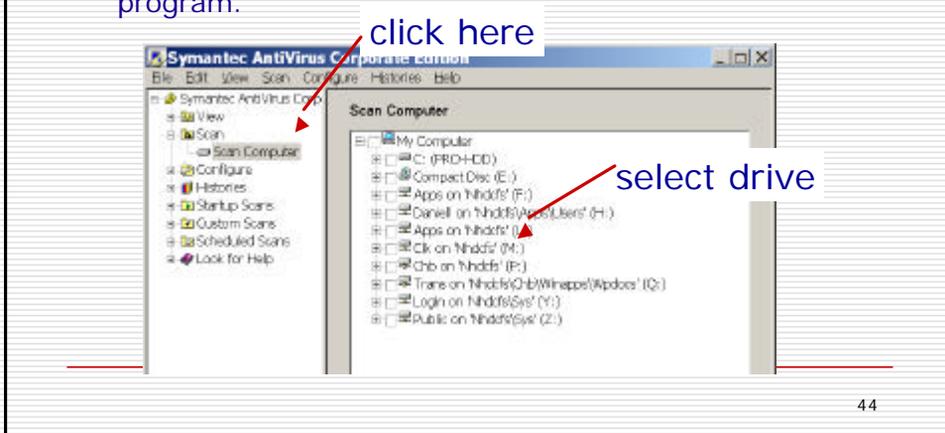
How to Check Size of PDF Cont.

In WordPerfect and MS Word you can highlight the document, right mouse click, and click on properties



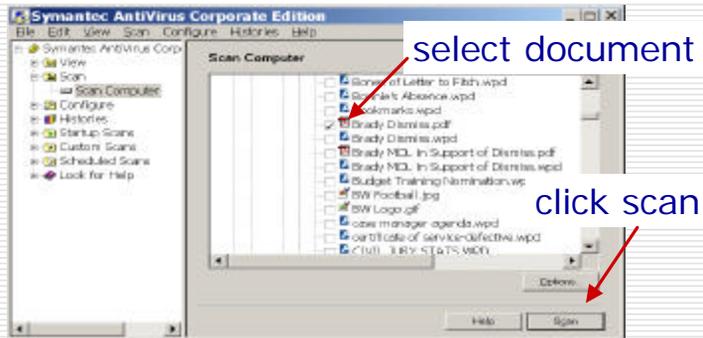
Virus Check

ECF Administrative Procedures require virus check. For example purposes, this is the Symantec AntiVirus program.



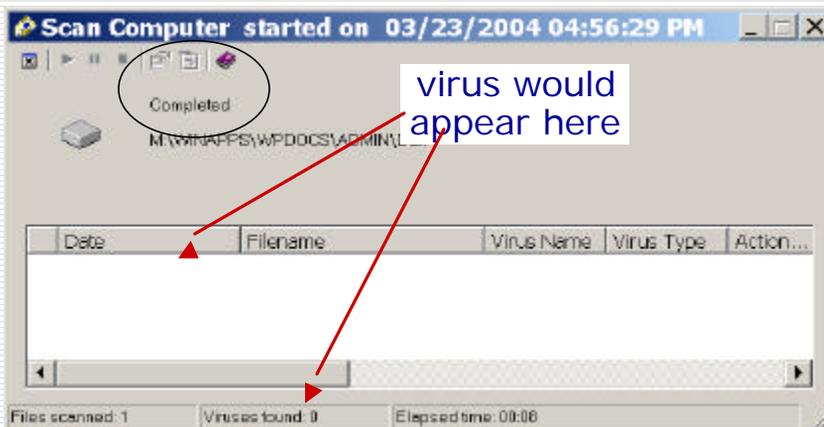
Virus Check Cont.

- Navigate and select document



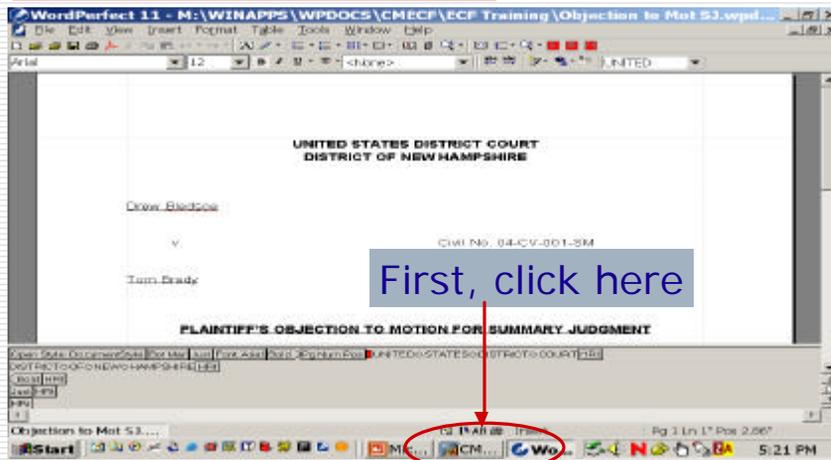
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Virus Check Cont.



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Logging into CM/ECF



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Logging into CM/ECF



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Browser Issues

A web browser is required to access cm/ecf

- ❑ Netscape V 4.7x is recommended; Internet Explorer 5.5x also compatible. Netscape 4.76 which can be downloaded for free via link on "Systems Requirements" section of ECF web site
- ❑ Future ECF Upgrades Compatible with Netscape 7.0 and IE 6.0
- ❑ If you are using another browser and are having problems, please let us know that when you contact us for help.

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Enter ECF Login and Password

The screenshot shows a Mozilla browser window titled "CM/ECF TEST - U.S. District Court nh - login - Mozilla". The address bar shows "https://ecf-test.nh.uscourts.gov/cgi-bin/login.pl". The page content includes:

- Instructions:** Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.uscourts.gov> or call the PACER Service Center at (800) 676-6850 or (202) 331-2540.
- CAUTION:** Follow up deadlines in the court's case management system may not be relied upon.
- Authentication Form:** A form with fields for "Login", "Password", and "Client Code". A red arrow points to the "Password" field.

A text box on the right side of the screenshot contains the text: "Enter your login and password here located on the lower right hand side of monitor".

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ECF Login and PACER Login

- Same Screen for Both
- Use ECF Login Only When Filing and Opening Up "Free Look" in criminal case (enter PACER as well for criminal free look)
- Use PACER When Looking at Docket Sheets or Electronic Documents Contained Therein

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Significance of ECF Login

- ECF login your signature
- Only authorized agent may use
- Use by another deemed act of person whose login was used
- If share password with person who leaves employ, change password
- Change password periodically
- If believe compromised, change immediately and contact ECF Help Desk

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Filing A Motion In ECF-DEMO

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

Date Filed:
x

Case No.: 24-CV-00124

Case Name:

DEMAND FOR COMPULSORY ARREST

This case having been initiated after the expiration of the statute of limitations,
for the reasons more fully stated in the Defendant's Memorandum of Law in Support of
Motion for Summary Judgment, a judgment should enter for the Defendant on all
counts.

/s/ Justin Anthony
Attorney for Defendant
AK Bar No. 8884
ABO Law Firm
122 South Street
Concord, NH 03301
603-221-4171
E-mail: jake@jakeandco.com

Certificate of Service

I hereby certify that this pleading was served this day on counsel for the plaintiff
by electronic means through the court's ECF transmission facilities.

/s/ Justin Anthony
Attorney for Defendant
AK Bar No. 8884
ABO Law Firm
122 South Street
Concord, NH 03301
603-221-4171
E-mail: jake@jakeandco.com

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Click on "Civil"



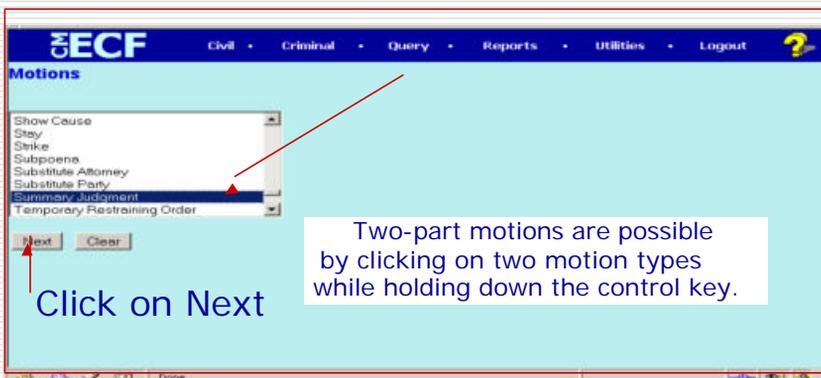
54

From Submenu – Select “Motions”



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Scroll down to “Summary Judgment”



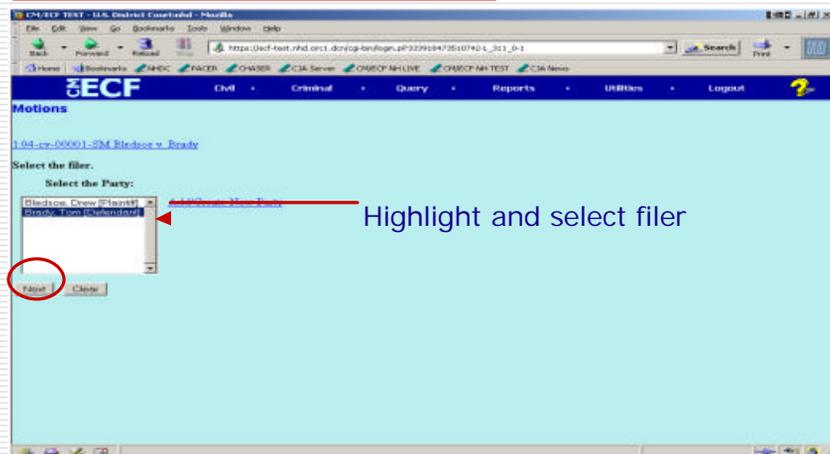
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Key in Your Case Number



57

Select Party Filer



Highlight and select filer

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Read Help Message

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" and the case number is "1:04-cv-00001-SM Bledsoe v. Brady". A red arrow points to the "Criminal" menu item. Below the case information, there is a text input field with the instruction: "If motion is assented to enter a y in the box, otherwise leave blank:". Below the input field, there are two buttons: "Next" and "Clear". The "Next" button is circled in red. At the bottom of the browser window, the address bar shows "Done".

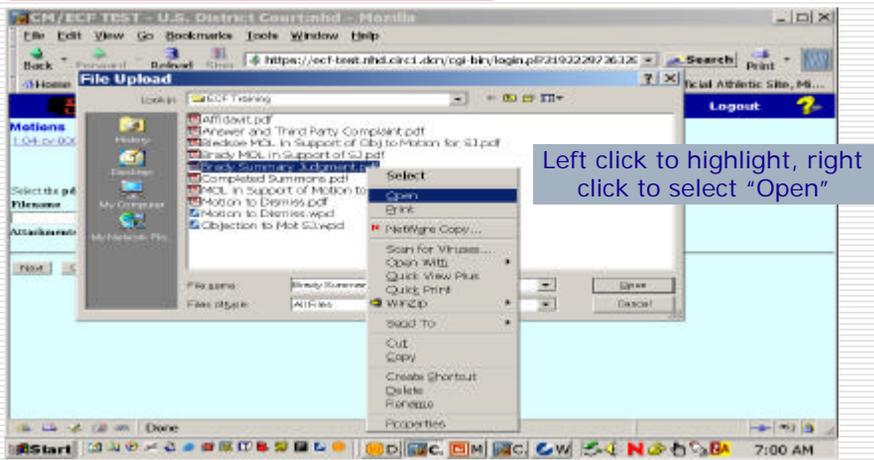
59

Browse to Attach the PDF Doc

The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there is a navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, and Logout. Below the navigation bar, the page title is "Motions" and the case number is "1:04-cv-00001-SM Bledsoe v. Brady". Below the case information, there is a text input field with the instruction: "Date document filed (mandatory)". Below the input field, there is a text input field with the instruction: "Select the pdf document (for example: C:\199cv501-21 p-8)". Below the input field, there is a "Browse" button. Below the "Browse" button, there is a text input field with the instruction: "Attachments to Document: No Yes". Below the input field, there are two buttons: "Filed" and "Clear". A red arrow points to the "Browse" button. At the bottom of the browser window, the address bar shows "Done".

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Verify PDF Doc



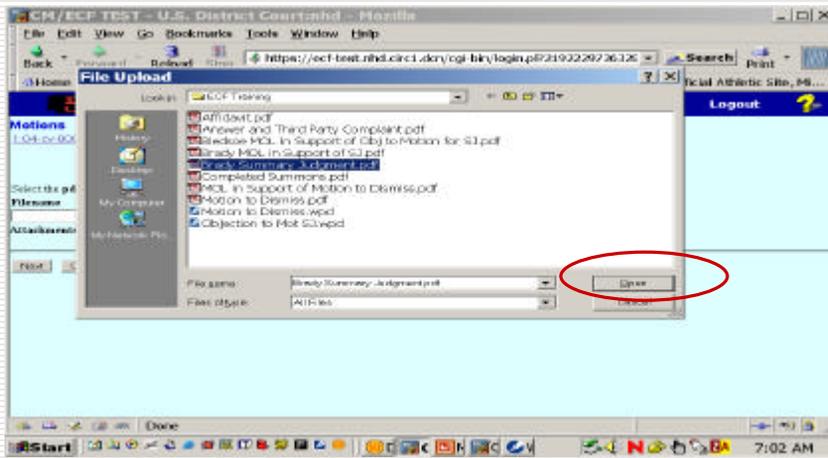
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Verify Document; Close File



62

Click on "Open" to Attach to ECF



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CRITICAL: Attachments = Yes

A screenshot of the ECF (Electronic Case Filing) interface. The page title is 'ECF' and the navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The main content area is titled 'Motions' and shows a case number '1:04-cv-00001-SM Bledsoe v. Brady'. Below this, there is a form with the following fields: 'Date document filed (mandatory)' with the value '3/19/2004', 'Select the pdf document (for example: C:\199cv501-21.pdf)', 'Filename' with the value 'M\WINAFPSW\FDOCS\SCANNER', and 'Attachments to Document' with a radio button selected for 'Yes'. The 'Attachments to Document' field and the 'Next' button are circled in red.

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Attachment Screen

The screenshot shows the ECF Attachment Screen for case 1:04-cv-00001-SM. The interface includes a navigation bar with 'ECF' and menu items like 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. The main content area is titled 'Motions' and contains instructions for attaching documents. Three steps are highlighted with red arrows and callouts:

- 1. Browse to select PDF doc**: Points to the 'Browse' button next to the 'Filename' input field.
- 2. Select Type, add Description**: Points to the 'Type' dropdown menu and the 'Description' input field.
- 3. Add to List**: Points to the 'Add to List' button.

Additional UI elements include a 'Remove from List' button, a 'Next' button, and a status bar at the bottom.

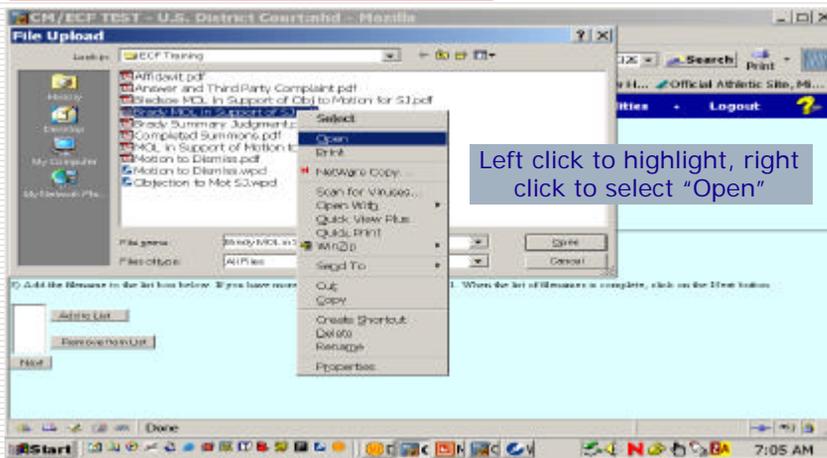
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Step 1 - Click on "Browse"

This screenshot focuses on the first step of the attachment process. A red arrow points to the 'Browse' button in the 'Filename' field. The rest of the interface, including the 'Type' dropdown, 'Description' field, and 'Add to List' button, is visible but not the focus of this step.

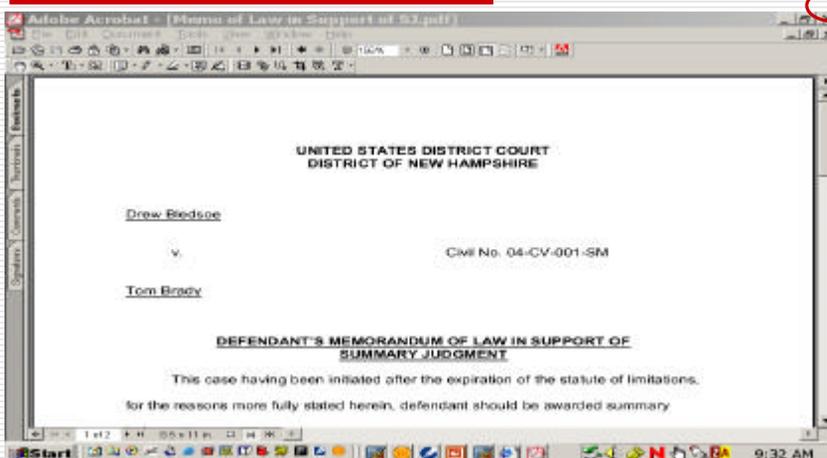
66

Browse to PDF Document and Open



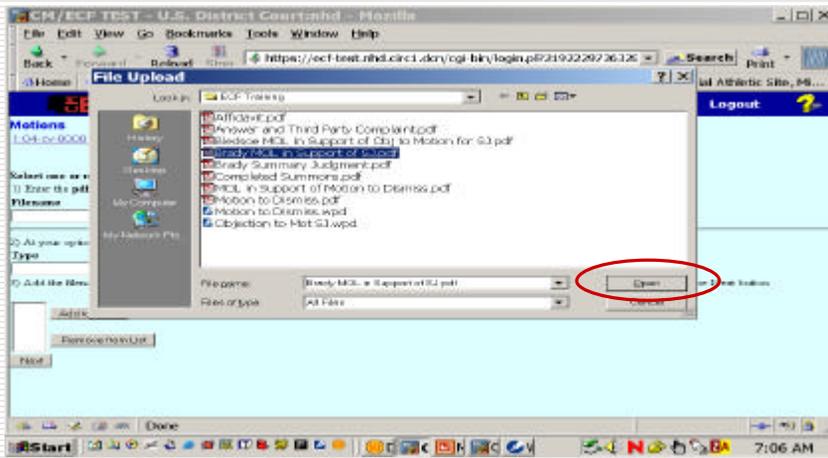
67

Verify and Close



68

Click on "Open" to Attach to ECF



69

Document is Attached



70

Step 2 – Name the Attachment

ECF CIVIL • Criminal • Query • Reports • Utilities • Logout ?

Motions
1:04-cv-00001-SM Bledsoe v. Brady

Select one or more attachments.

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

Filename
M:\WINAPP\WPDOCS\SCANNER\M Browse

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

Type	Description
Memorandum of Law	In support of Motion for SJ

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

Description:
Add freeform text only if necessary

Type: Choose "Memorandum of Law" from the drop-down list

Done

Step 3 – Add to List

ECF CIVIL • Criminal • Query • Reports • Utilities • Logout ?

Motions
1:04-cv-00001-SM Bledsoe v. Brady

Select one or more attachments.

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

Filename
M:\WINAPP\WPDOCS\SCANNER\M Browse

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

Type	Description
Memorandum of Law	In support of Motion for SJ

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

Added to List

Remove from List

Next

Done

Attachment is Added – See List

The screenshot shows the ECF Motions interface for case 1:04-cv-00001-SM Blodsoe v. Brady. It includes instructions for adding attachments and a table for listing them. The 'Add to List' button is circled in red.

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix p-8).
Filename Browse...

2) At your option, select a document type and/or enter a description.
Type Description

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

Motion of Law in Support of Signature	Add to List	Remove from List
<input type="text"/>	<input type="button" value="Add to List"/>	<input type="button" value="Remove from List"/>

Next

73

Step 1- Attachment #2: Browse to PDF Doc (Affidavit)

The screenshot shows the ECF Motions interface for case 1:04-cv-00001-SM Blodsoe v. Brady. A red arrow points to the 'Browse...' button in the 'Filename' field.

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix p-8).
Filename Browse...

2) At your option, select a document type and/or enter a description.
Type Description

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

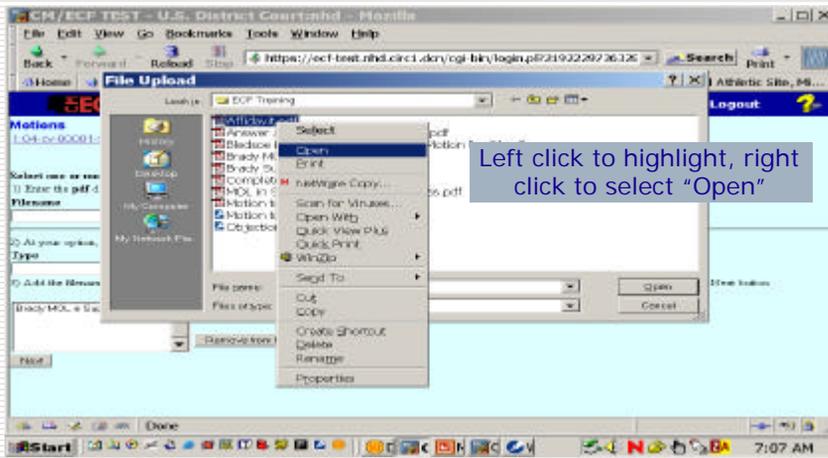
Motion of Law in Support of Signature	Add to List	Remove from List
<input type="text"/>	<input type="button" value="Add to List"/>	<input type="button" value="Remove from List"/>

Next

Three Steps:
1. Browse
2. Add Type/Description
3. Add to List

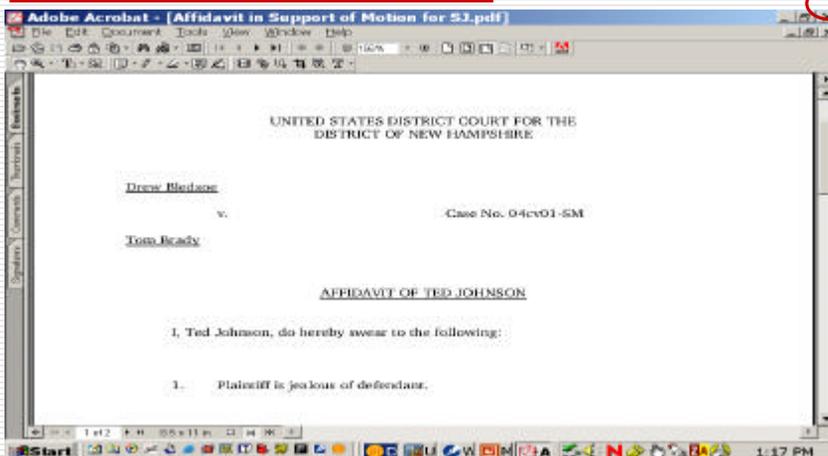
74

Select Attachment #2 (Affidavit) and Open



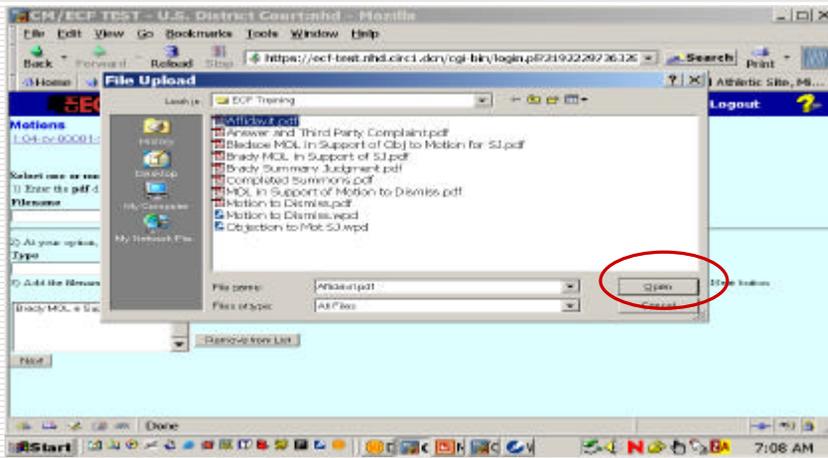
75

Verify and Close



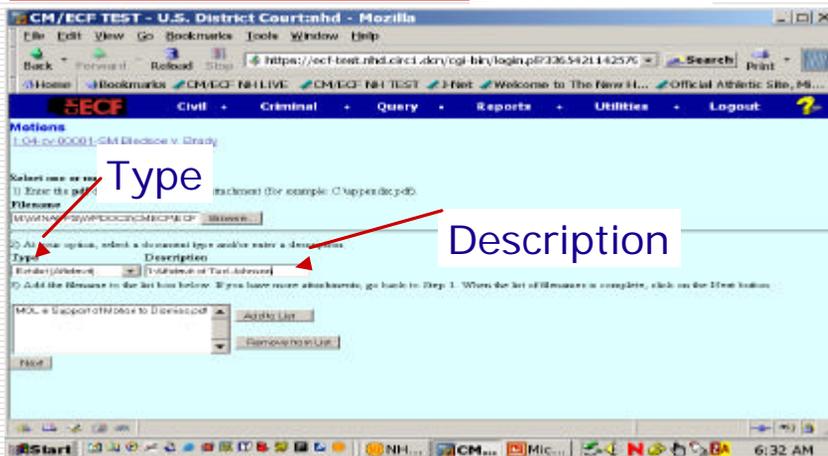
76

Click on "Open" to Attach to ECF



77

Step 2 – Attachment #2: Choose Type, Add Description



78

Step 3 - Attachment #2: Add to List

The screenshot shows the ECF Motions interface. The page title is "Motions" and the case number is "1:04-cv-00001-SM Bledsoe v. Brady". The instructions are:

- Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)
Filename:
- As your option, select a document type and/or enter a description.
Type: Description:
- Add the filename to the list below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

The list below contains two entries:

Type	Description
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

The "Add to List" button is circled in red. Below the list are "Next" and "Remove from List" buttons.

79

Step 1 – Browse for Attachment #3

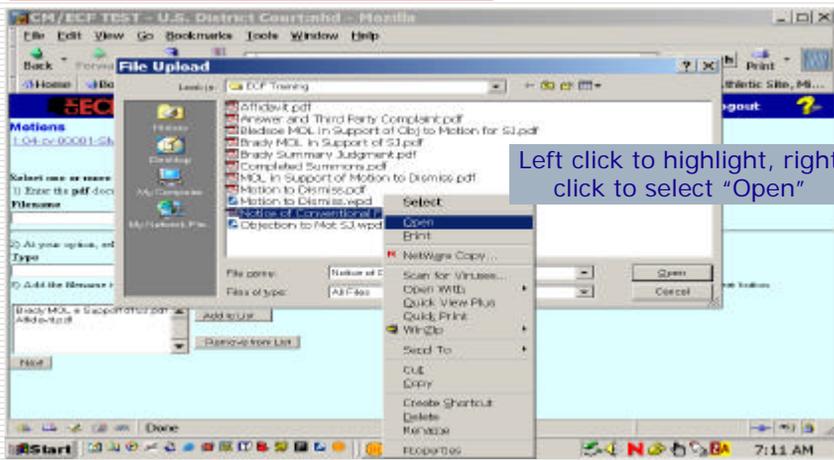
The screenshot shows the ECF Motions interface. The page title is "Motions" and the case number is "1:04-cv-00001-SM Bledsoe v. Brady". The instructions are:

- Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)
Filename:
- As your option, select a document type and/or enter a description.
Type: Description:
- Add the filename to the list below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

The "Browse" button is highlighted with a red arrow. Below the list are "Next" and "Remove from List" buttons.

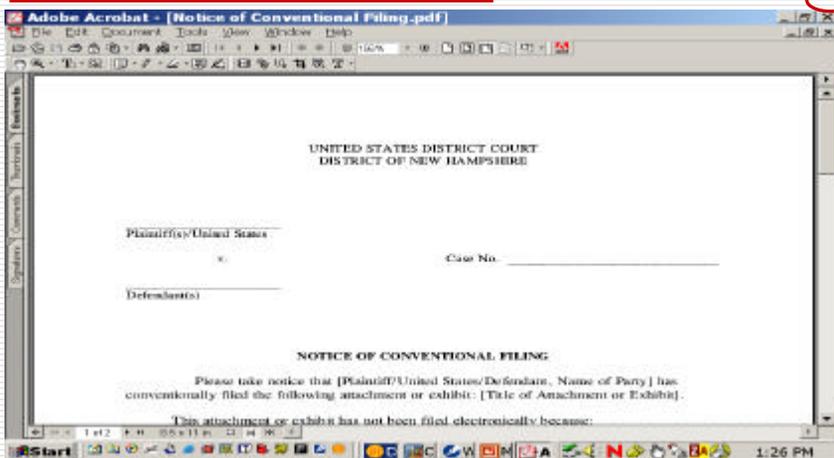
80

Step 1- Attachment #3: Browse Out to PDF Doc (Notice of Conventional Filing)



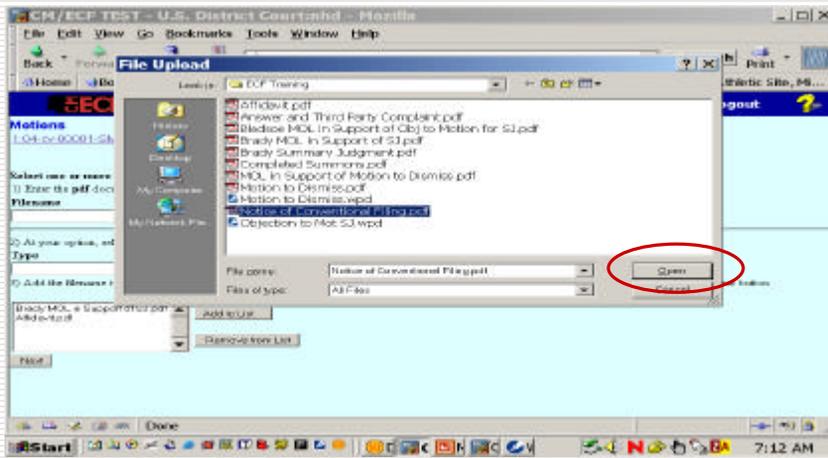
81

Verify and Close



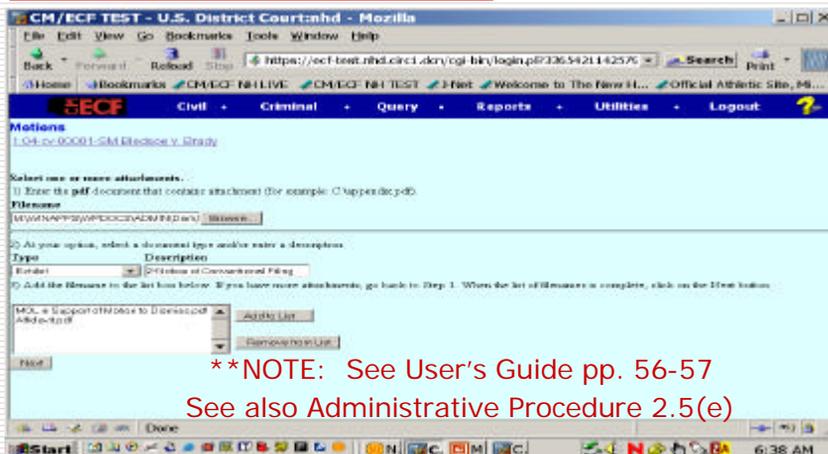
82

Click on "Open" to Attach to ECF



83

Step 2 – Attachment #3: Choose Type; Add Description



**NOTE: See User's Guide pp. 56-57
See also Administrative Procedure 2.5(e)

84

Step 3 – Attachment #3: Add to List

ECF Civil Criminal Query Reports Utilities Logout

Motions
1:04-cv-00001-SM Bledsoe v. Brady

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)
Filename Browse

2) At your option, select a document type and/or enter a description.
Type Description

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

Filename	Type	Description	Action
Affidavit in Support of Motion for SJ.pdf			Add to List
Memo of Law in Support of SJ.pdf			Add to List
Memo of Law in Support of SJ.pdf			Add to List
Memorial of Conventional Filing.pdf			Add to List

Remove from List

Next

Click on "Next"

Add to List

85

Read the Help Message

ECF Civil Criminal Query Reports Utilities Logout

Motions
1:04-cv-00001-SM Bledsoe v. Brady

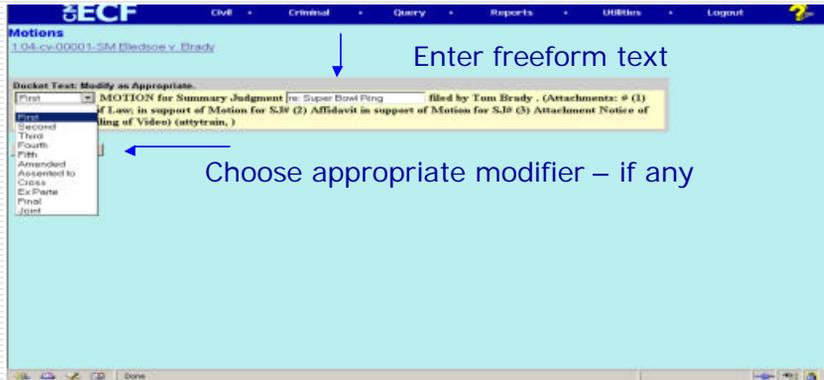
ATTENTION: The Follow Up Deadline is for Court Use Only and should not be relied upon as an accurate computation of the response date.

Follow Up Deadline

Details

86

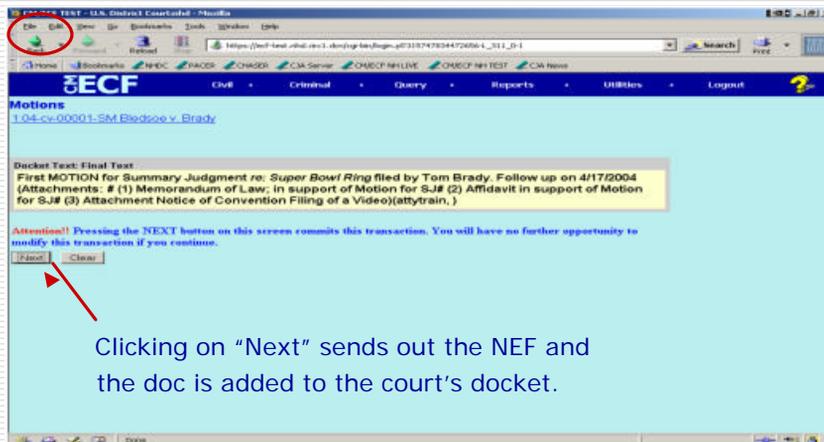
Docket Text Screen – Add Text Then Click “Next”



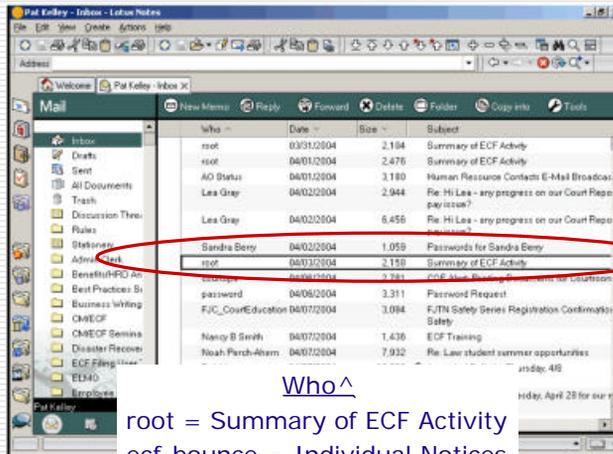
87

Motion - Drop Dead Screen

Click “Next” if everything is correct –otherwise use your “BACK” button on the Browser to make corrections.



E-Mail Notification of a Filing

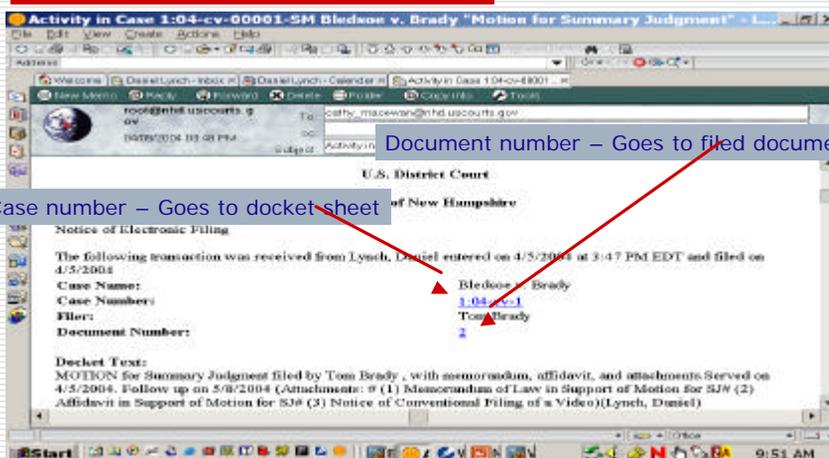


Who^

root = Summary of ECF Activity
ecf-bounce = Individual Notices

91

E-Mail NEF



92

Clicking on Document Hyperlink Brings Up Screen Below

The screenshot shows the 'Document Selection Menu' for the ECF system. The interface includes a navigation bar with 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', and 'Logout'. Below the navigation bar, there is a section titled 'Multiple Documents' with the instruction 'Select the document you wish to view:'. A table lists several documents with their descriptions and page counts. A red circle highlights the first document, 'Motion and Attachments', with an arrow pointing to it and the text 'Click Here'.

	Description	
1	Motion and Attachments	2 pages
2	Memorandum of Law in Support of Motion of ECF	2 pages
3	Exhibit (Affidavit) 1-Affidavit of Ted Johnson	2 pages
4	Exhibit 2-Notice of Constitutional Filing	2 pages

93

Free Look at E-Filed Document Read, Print, or Save to Hard Drive

The screenshot shows the 'Document Viewer' interface for the ECF system. The browser window title is 'UNITED STATES DISTRICT COURT FOR THE DISTRICT OF NEW HAMPSHIRE'. The document content includes the case name 'Drew Bridgoc' vs. 'Tom Brady', Case No. 04-cv-0001 SM, and the title 'MOTION FOR SUMMARY JUDGMENT'. The text of the motion begins with 'Defendant moves the court for summary judgment because he was taught all of...' and 'Drew's had habits... because Drew uses that knowledge against him... because defendant is...'. A red arrow points to the 'Print' button in the top left corner, and another red arrow points to the 'Save' button in the top left corner.

94

How To File An Objection

Take Out Exercise #2

United States District Court
District of New Hampshire
ECF Training - Exercise #2
Filing a Response to a Motion

A. Take an ECF

1. You can use the back and forward buttons on your browser to review prior screens without losing data entered.
2. If you use the back button, then click on the next button on a CMECF screen, you will have to reenter data on all screens from that point forward.
3. You have not actually added any information or filed any documents on the court's docketing system until you click the "Next" button on the final screen, which reads as follows: **Attention!** Pressing the **NEXT** button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue. If you need to abort the submission do not press the "Next" button but instead click on any option on the Blue Menu Bar, including "Logout".
4. The options on the drop down menus on the CMECF screens are in alphabetical order. You can more quickly navigate through the menu by clicking in the white space and pressing the first letter of the selection you desire.
5. To select cases from one option to the drop down menu, a single letter in the "Ctrl" key, click on the first option, then while holding the "Ctrl" key compressed, click on any additional options. When all of the desired options are highlighted, click on "Next".

B. File a Response to a Motion

1. You sign on the Plaintiff and are filing a response to a Motion for Summary Judgment filed by the Defendant.
2. In CMECF, click on "File" on the Blue Menu Bar.
3. Under "Motions and Related Filings," select "Objections, Responses and Replies."
4. Click on the drop down menu, select "Objections to Motions," and click "Next."

ECF Training
Generating a Word Processing Document in PDF

Click on "Civil"

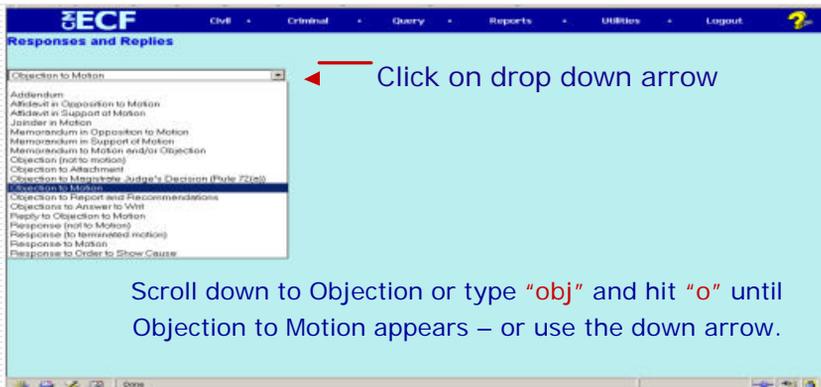
The screenshot shows the CMECF website interface. At the top, there is a navigation bar with the following items: Civil, Criminal, Query, Reports, Utilities, and Logout. The 'Civil' item is circled in red. Below the navigation bar is the official seal of the U.S. District Court, District of New Hampshire. The text below the seal reads: 'U.S. District Court District of New Hampshire Official Court Electronic Document Filing System'. At the bottom of the page, there is a message: 'This message is contained in the file OperationNotice.htm. You may use this file to alert users to current CMECF operational issues.'

Objection to Motion for Summary Judgment



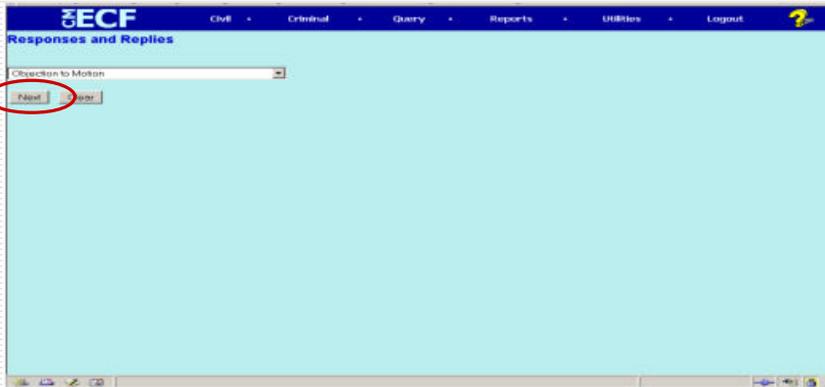
97

Choose "Objection to Motion"



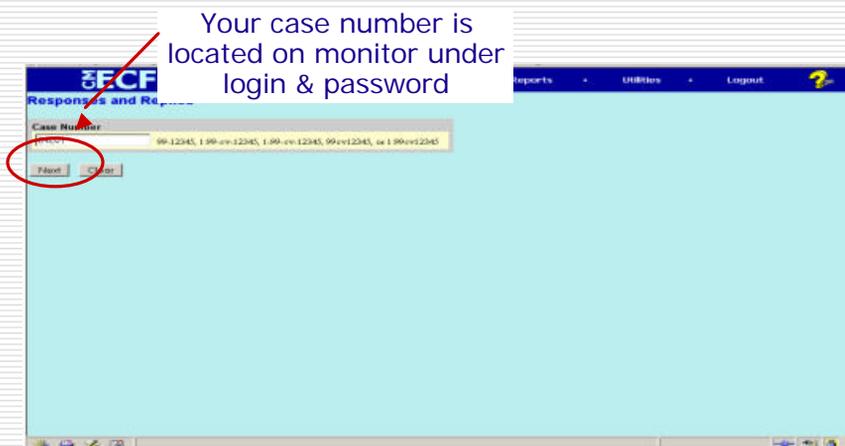
98

Click on "Next"



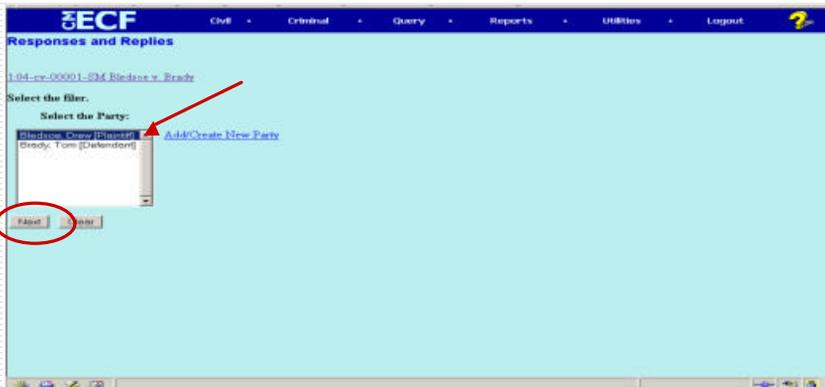
99

Key in Case Number and Click "Next"



100

Select the Filer and Click "Next"



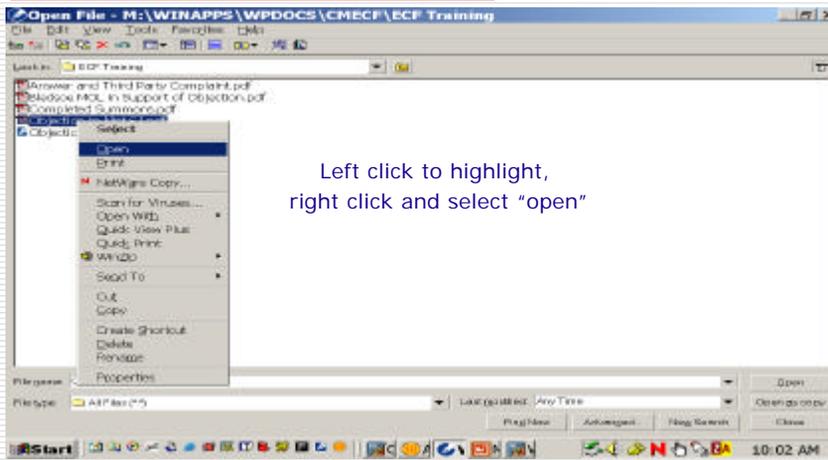
101

Browse to Attach the PDF Doc



102

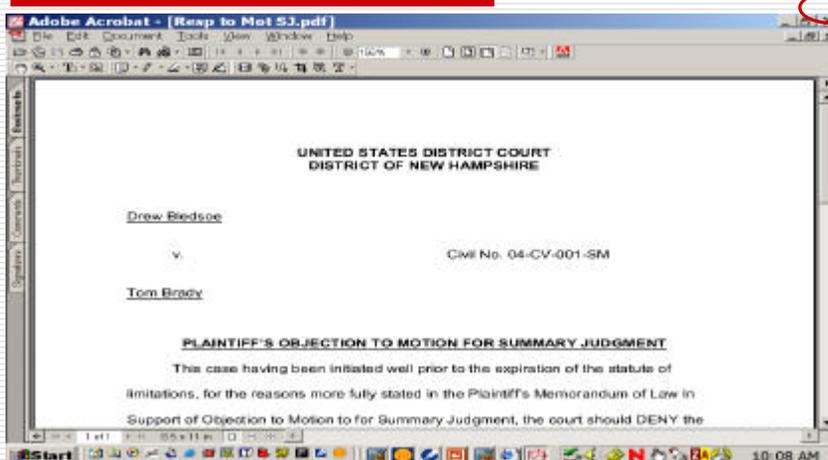
Open to Verify Document



Left click to highlight,
right click and select "open"

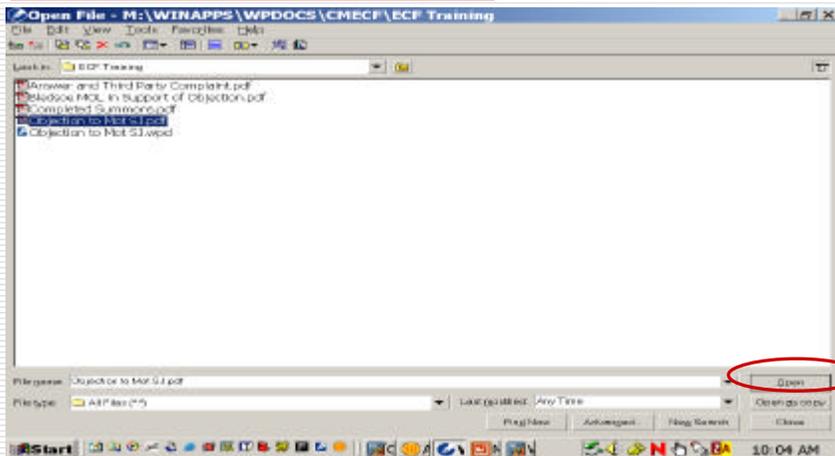
103

Verify and Close



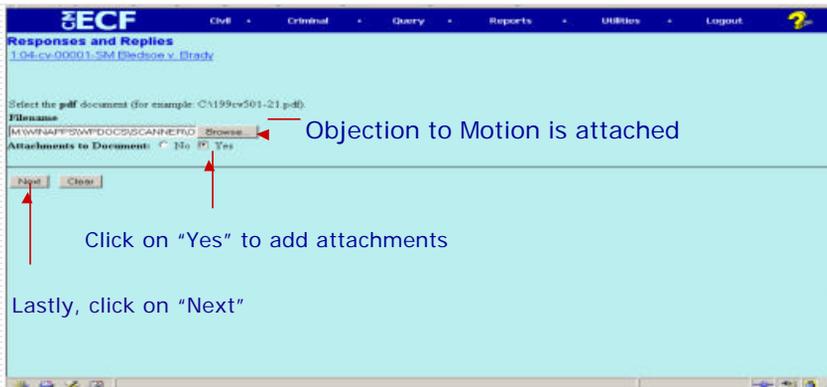
104

Click "Open" to Add to ECF



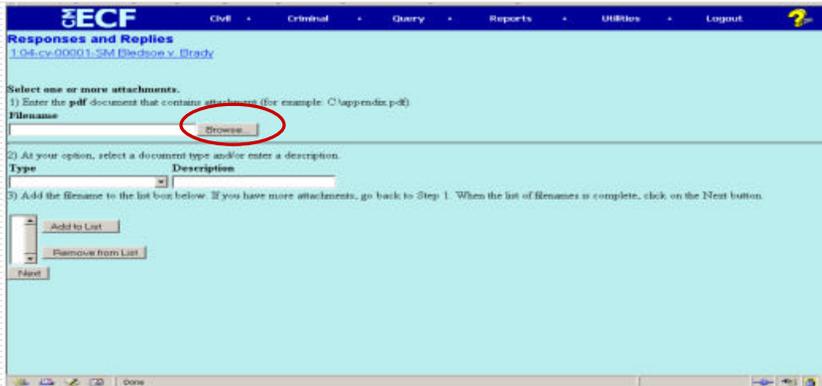
105

Click on "Yes" and "Next" to Add Attachments



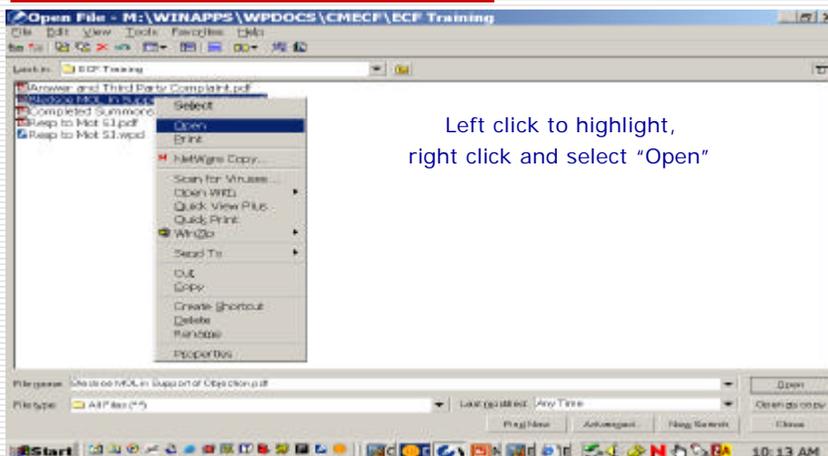
106

Step 1 – Browse to Attach PDF Document



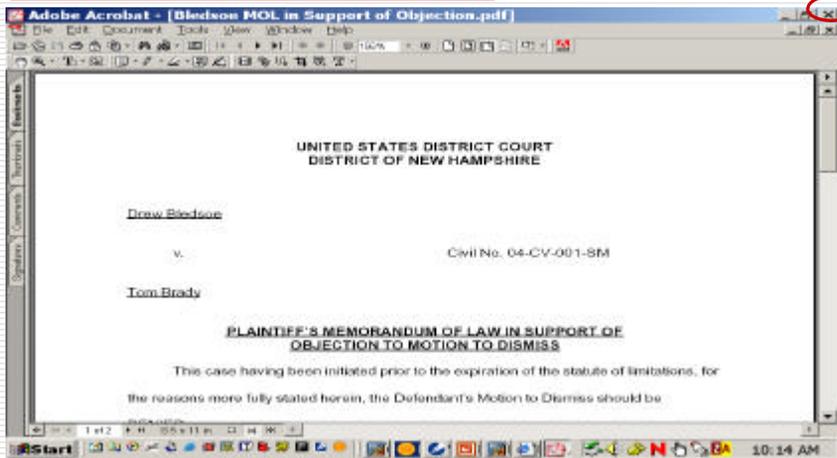
107

Open to Verify Document



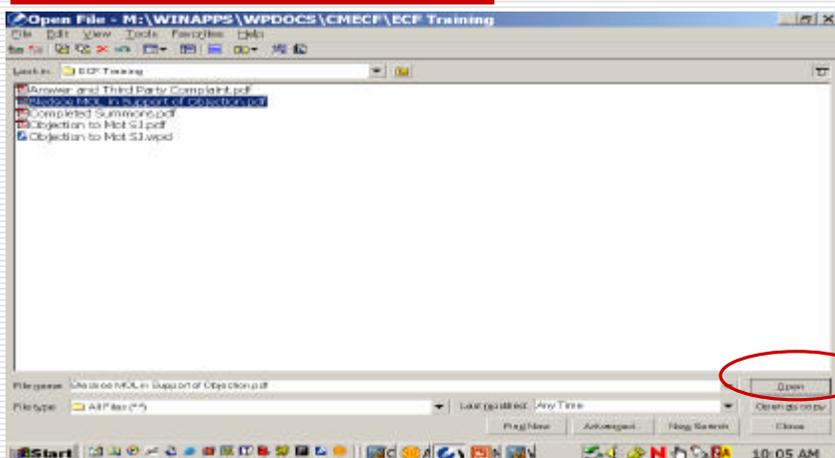
108

Verify and Close



109

Click "Open" to Add to ECF



110

Step 2 – Choose “Type” and Add “Description”

“Type”—First click on drop down arrow, then select as appropriate

“Description” --Only if Necessary

111

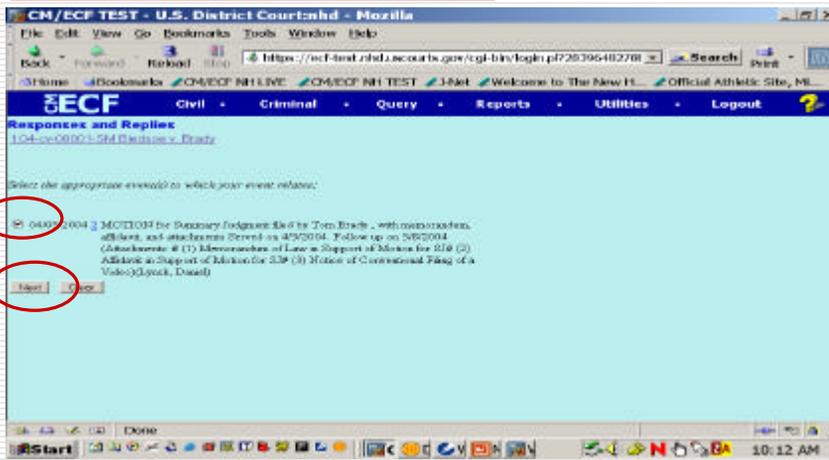
Step 3 – Add to List

Click on “Add to List”

Lastly, click on “Next”

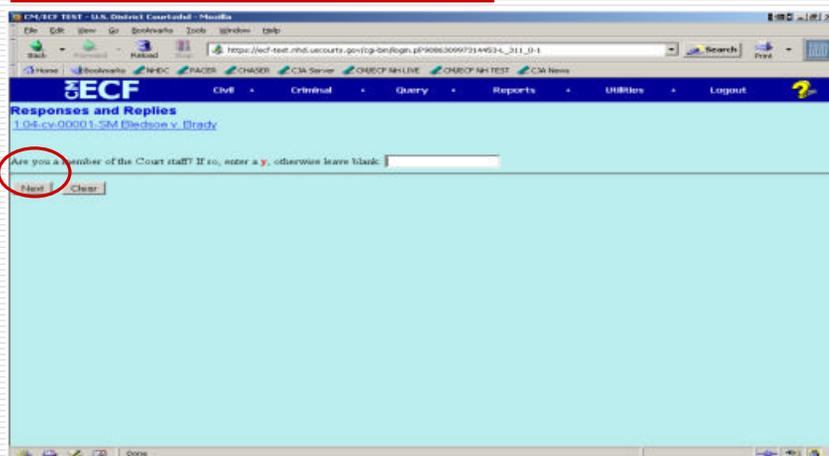
112

Link the Objection to the Correct Motion – Click “Next”



113

Read Help Message Click on “Next”



114

Add Text if Applicable and Click "Next"

ECF Civil Criminal Query Reports Utilities Logout

Responses and Replies
1:04-cv-00001-SM-Bledsoe v. Brady

Booklet Text: Modify as Appropriate.
OBJECTION to [2] MOTION for Summary Judgment filed by Drew Bledsoe. (Attachments: # (1) Memorandum of Law in Support of Objection to SJ)(Lynch, Daniel)

Next Done

Freeform text box

115

Objection to Motion – Drop Dead Screen

ECF TEST - U.S. District Court:nhd - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop

https://ecf-test.nhd.uscourts.gov/cgi-bin/login.pl?26396482768

Search Print

Home Bookmarks CM/ECF NH LIVE CM/ECF NH TEST J-Net Welcome to The New H... Official Athletic Site, ML...

ECF Civil Criminal Query Reports Utilities Logout

Responses and Replies
1:04-cv-00001-SM-Bledsoe v. Brady

Booklet Text: Read Text:
OBJECTION to [2] MOTION for Summary Judgment filed by Drew Bledsoe. (Attachments: # (1) Memorandum of Law in Support of Objection to SJ)(Lynch, Daniel)

Warning: Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Next Done

Check carefully – use "Back" Button for corrections

116

Notice of Electronic Filing – NEF

U.S. District Court
District of New Hampshire

Notice of Electronic Filing

The following transaction was received from Lynak, Daniel entered on 4/7/2004 at 10:29 AM EDT and filed on 4/7/2004

Case Name: [Robinson v. Brady](#)

Case Number: [1:04-cv-1](#)

Filer: [Deew Robinson](#)

Document Number: [1](#)

Docket Text: OBJECTION to (2) MOTION for Summary Judgment filed by Deew Robinson (Attachments: # (1) Memorandum of Law in Support of Objection to EFLynak, Daniel)

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

Document description: Main Document
Original filer name's
Electronic document Stamp:

117

Notice of Electronic Filing – NEF Continued

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

Document description: Main Document

Original filer name's

Electronic document Stamp:

[STAMP docStamp_ID=1045603718 [Date=4/7/2004] [FileNumber=64626-0] [921ed8Ea50499ee965d5aa33]b566d0ac9c3d2b8a6c5e88534d136d95a0195912e4616b8d3d8877c57894445664402b34cbas862959708a56cadec]]

Document description:Memorandum of Law in Support of Objection to EFLynak, Daniel

Original filer name's

Electronic document Stamp:

[STAMP docStamp_ID=1045603718 [Date=4/7/2004] [FileNumber=64626-1] [794936d9ae25c2da22d9faa518b0008529749792299c11aaf096119468549dc3218594a3c7033ab2109266944692980D4a695a115261955a232601b475d]]

1:04-cv-1 Notice will be electronically mailed to:

Larry P. Boote carby_murphy@bah.comcast.net

1:04-cv-1 Notice will not be electronically mailed to:

Randall P. MacMurphy
Sweet & MacMurphy, PLLC
88 North Rd
Doverfield, NH 03037

118

Filing a Complaint in ECF-DEMO

Must have filed
an ECF Credit Card
Authorization Form

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

Case Number
is
CIVIL 04-CV-001-04

Case Name

COMPLAINT
Defendant's Statement

1. This Complaint is filed and these proceedings are instituted by Drew Blakely to recover lost wages, compensatory, liquidated, and punitive damages, as well as damages resulting from mental pain and suffering caused by the Defendant's unlawful interference with Mr. Blakely's existing contract with the Fair England Patrick, as more completely described below.

Jurisdiction

2. The Court has diversity jurisdiction under 28 U.S.C. § 1332, in that the parties are of diverse citizenship and the amount in controversy exceeds \$75,000.

Parties

3. At all relevant times the Plaintiff, Drew Blakely, has resided at 1 Hinckley Lane, Walls Wells, Washington.

4. At all relevant times the Defendant, Tom Brady, has resided at 1 Golden Boy

1

Click on "Civil"

ECF Civil Criminal Query Reports URLine Logout ?

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

U.S. District Court
District of New Hampshire
Official Court Electronic Document Filing System

This message is contained in the file OperationNotice.htm.
You may use this file to alert users to current CMECF operational issues.

CAUTION Follow up deadlines in the court's case management system may not be relied up on.

This facility is for Official Court Business only. Activity to and from this site is logged. Document filings on this system are subject to Federal Rule of Civil Procedure 11. Evidence of unauthorized or criminal activity will be forwarded to the appropriate law enforcement officials.

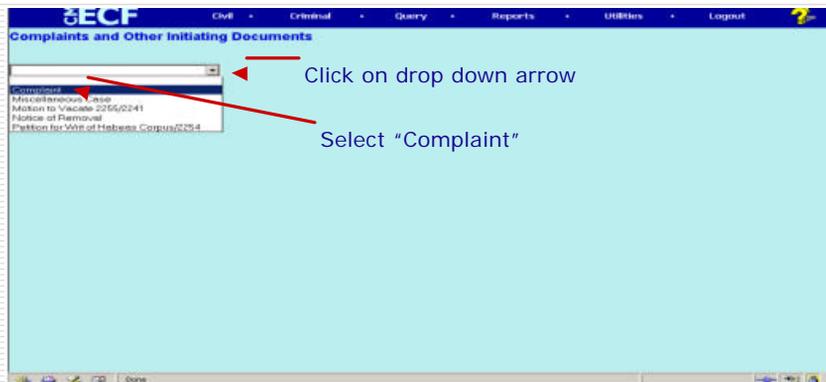
Welcome to the U.S. District Court for the District of New Hampshire Electronic Document Filing System. This page is for the use by attorneys and firms

Under "Initial Pleadings & Service"



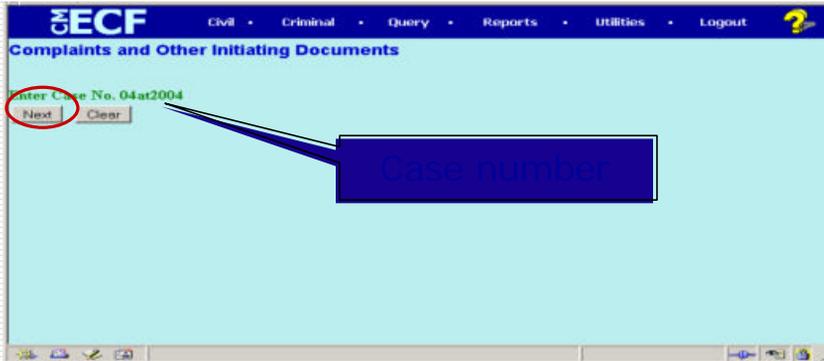
121

Select "Complaint" and hit "Next"



122

Read Help Message and Enter Case No.: 04at2004 on next screen



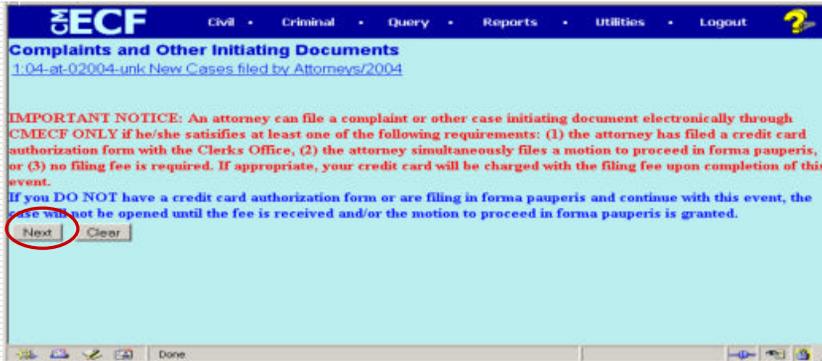
123

Key in Case Number: 04at2004



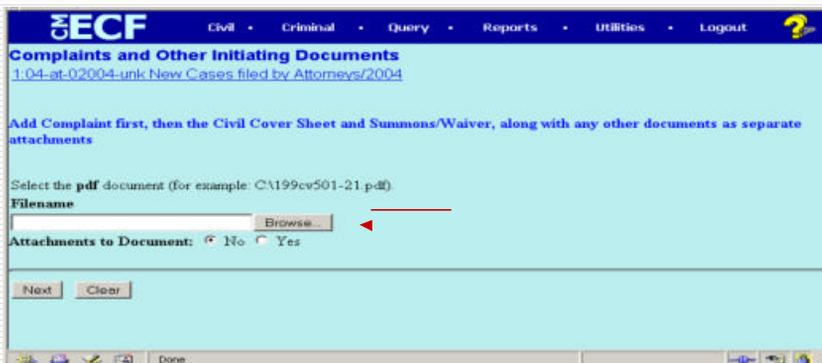
124

Help Message Screen - Read



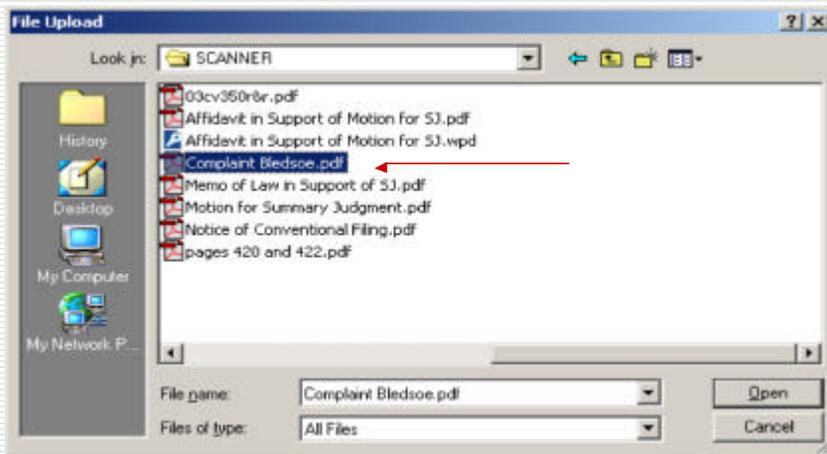
125

Attach the Complaint: Browse to PDF Document



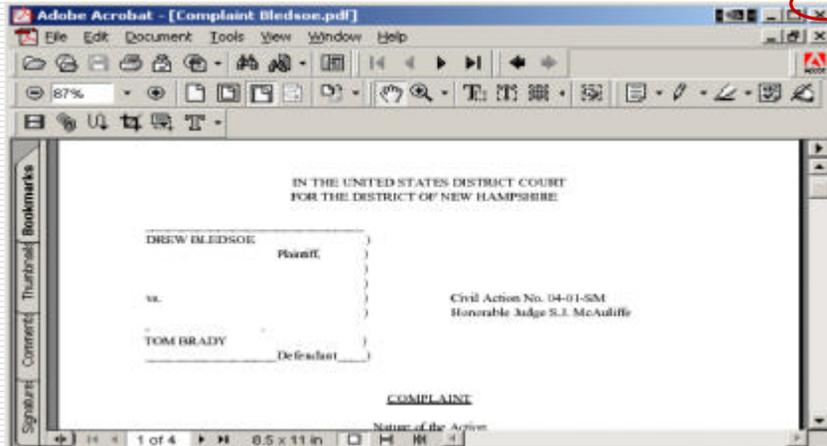
126

Right Click to OPEN and Verify PDF Document



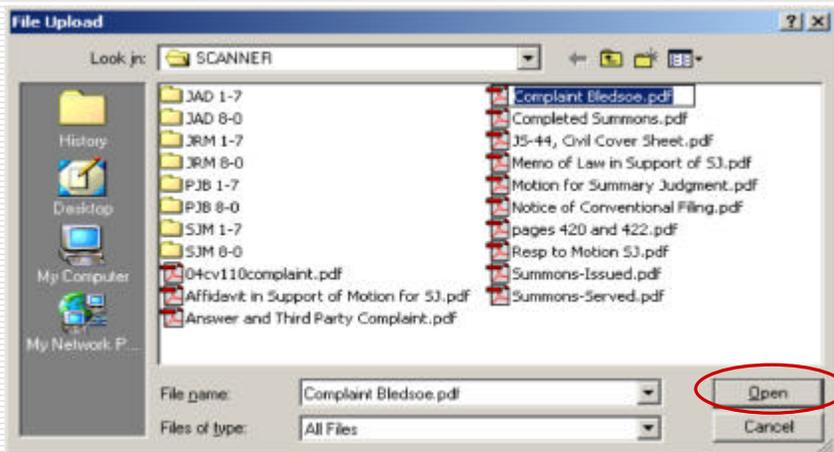
127

Verify Document & Close



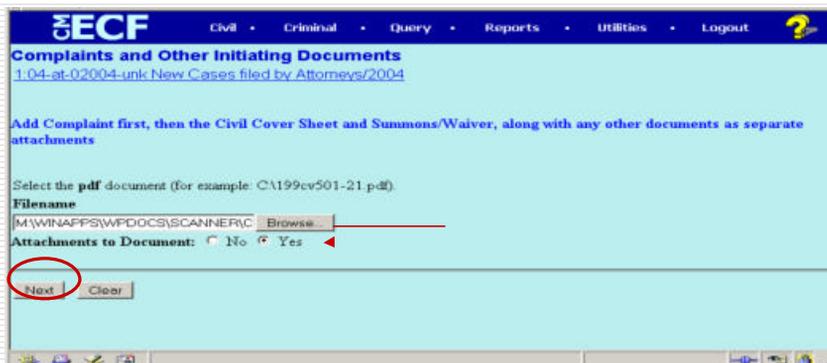
128

Click on Open to Attach



129

Click on "Yes" to Attach the Civil Cover Sheet, Summons or Waiver



130

Browse to Attach PDF Document – Civil Cover Sheet

3 steps to attach

Select one or more attachments.

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

Filename

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

Type	Description
<input type="text"/>	<input type="text"/>

3) Add the filename to the list box below. If you have more attachments, click on the Next button.

131

Step 1-Browse

Select one or more attachments.

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

Filename

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

Type	Description
<input type="text"/>	<input type="text"/>

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

132

Step 3-Add Civil Cover Sheet to List

ECF Civil Criminal Query Reports Utilities Logout ?

Complaints and Other Initiating Documents
1:04:at:02004-unk New Cases filed by Attorneys/2004

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)

Filename

2) As your option, select a document type and/or enter a description.

Type	Description
<input type="text"/>	<input type="text"/>

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

JS-04 Civil Cover Sheet.pdf	<input type="button" value="Add to List"/>	<input type="button" value="Remove from List"/>
-----------------------------	--	---

135

Step 1-Select "Browse" to attach Summons

ECF Civil Criminal Query Reports Utilities Logout ?

Complaints and Other Initiating Documents
1:04:at:02004-unk New Cases filed by Attorneys/2004

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf)

Filename

2) As your option, select a document type and/or enter a description.

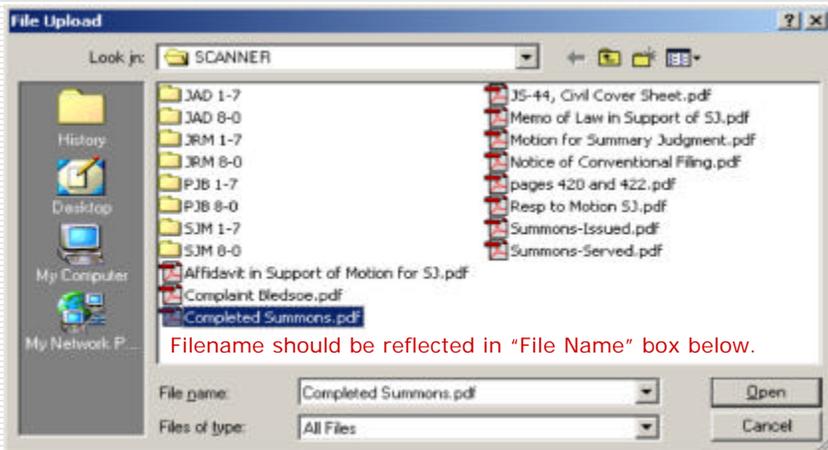
Type	Description
<input type="text"/>	<input type="text"/>

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

JS-04 Civil Cover Sheet.pdf	<input type="button" value="Add to List"/>	<input type="button" value="Remove from List"/>
-----------------------------	--	---

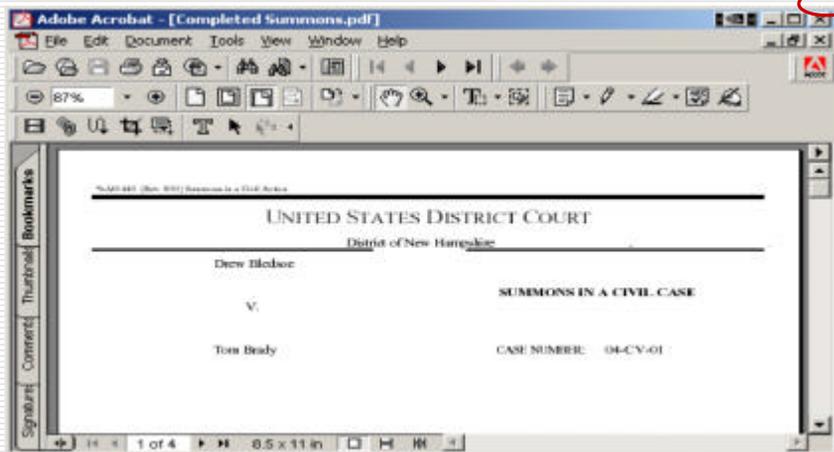
136

Select Summons – For Clerk to Issue



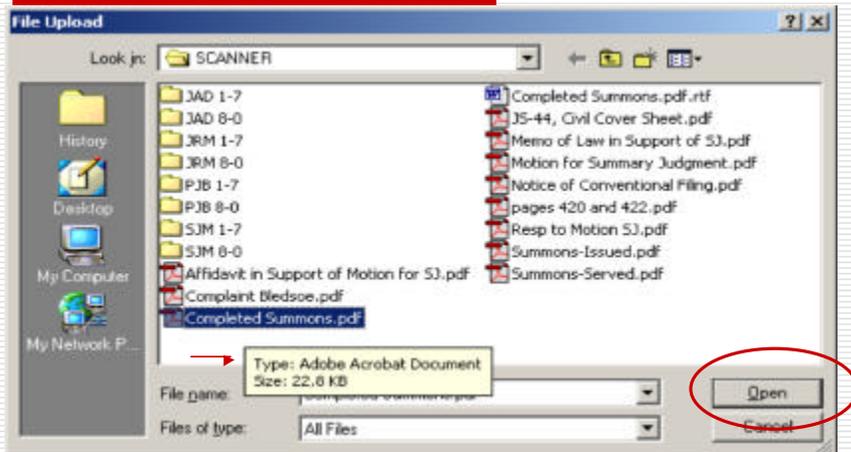
137

Right Click and Open to Verify Document



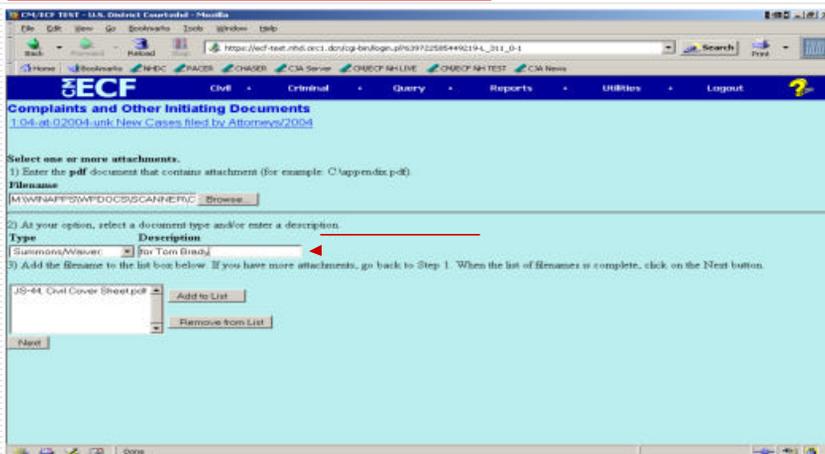
138

Click on "Open" to Attach



139

Step 2-Choose "Type" and Add "Description"



140

Step 3-Add to List and Click on "Next"

ECF
Complaints and Other Initiating Documents
1:04-at-02004-unk New Cases filed by Attorneys/2004

Select one or more attachments.
1) Enter the pdf document that contains attachment (for example: C:\appendix p-0).
Filename Browse

2) At your option, select a document type and/or enter a description.
Type Description

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

JS-04 Civil Cover Sheet.pdf	Add to List
Completed Summons.pdf	Remove from List

Next

141

Enter Case Caption and Click on Next

ECF
Complaints and Other Initiating Documents
1:04-at-02004-unk New Cases filed by Attorneys/2004

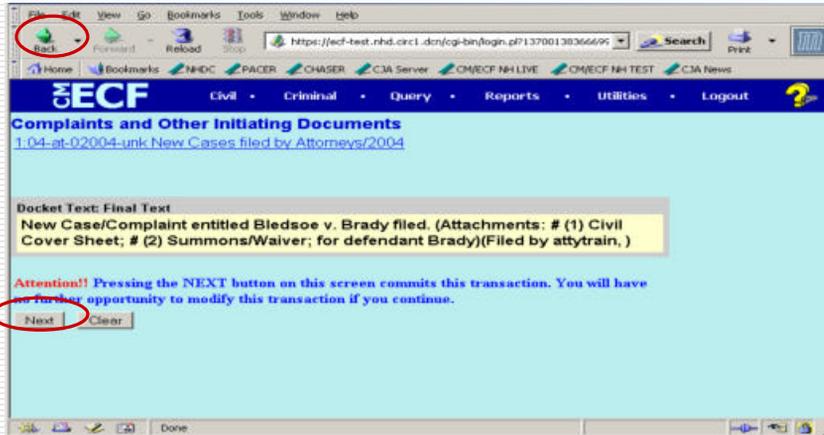
Enter Case Caption: Plaintiff v. Defendant Bledsoe v. Brody

Next Clear

142

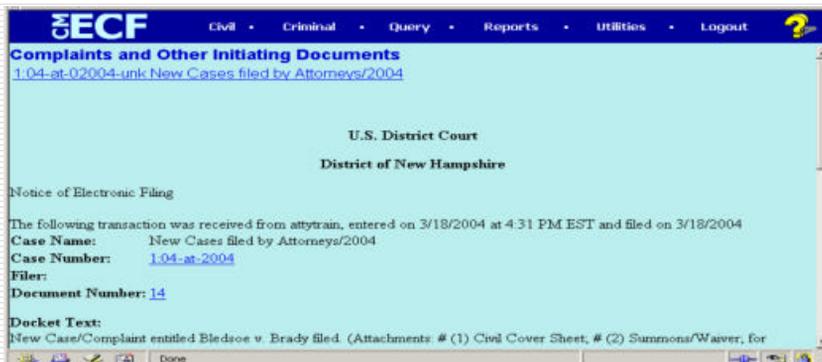
Drop Dead Screen – Read Carefully Before Clicking on “Next”

(Use the “Back” Button for corrections)



NEF – Notice of Electronic Filing

Note—You may not electronically serve complaints-- must be conventionally served pursuant to FRCP 4



BREAK

5 MINUTES

145

How to File an Answer and Third Party Complaint

Take Out Exercise #3

United States District Court
District of New Hampshire
ECF Filing - Exercise #3
Filing an Answer and Third Party Complaint

4. INSTRUCTIONS

1. Log on to the Web and File and follow the screen prompts to create your account without being fully online.
2. From the Web File screen, click on the menu button on a CM/ECF screen, your filer ID number and all screen from that point forward.
3. You should actually submit any information or filer information on the court's Web filing system and if you do not do this "Web" button on the Web screen, which will be in the following situation: If you are the filer, you will be able to submit this information. You will have no further opportunity to modify this information if you do submit. If you submit from the Web screen and you press the "Next" button, the system will automatically file the information as a filing. "Next" button has not been used, the information will be filed as a "Next" button.
4. The system will display the status of the CM/ECF system on the Web filing system. You can view the status through the security of filing in the whole system and provide the status of the system you desire.
5. To view more than one option to the Web filing system, a user will have to click "Log On" and click on the Web filing system while using the "ECF" Web filing system. The system will display the status. When all of the Web filing system is highlighted, click on "Next".

4. Filing an Answer and Third Party Complaint

1. Log on to the Web and File and click on Answer to a Complaint.
2. In CM/ECF, click on "File" or "File Other Matter Here".
3. Under "Answer Filings and Services," select "Answer to Complaint."
4. Enter your case number, case number, and click "Next."
5. Enter the case name number, the check number entered, check the box for the desired case.

ECF Filing
Creating a Third Party Complaint in ECF

Click on "Civil"



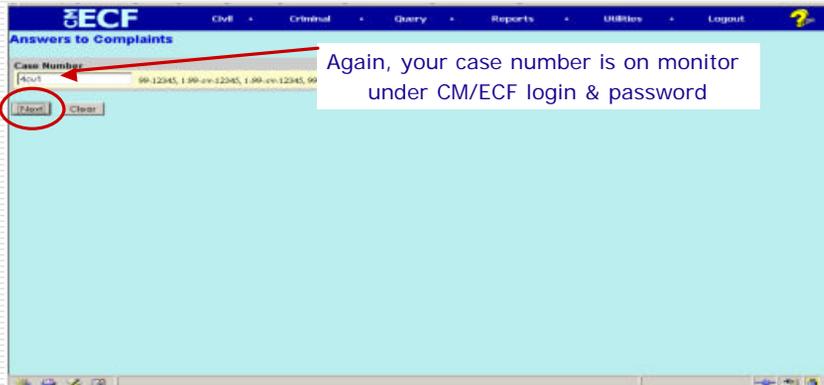
147

Answer and Third Party Complaint



148

Key in Your Case Number



149

Select the Filer



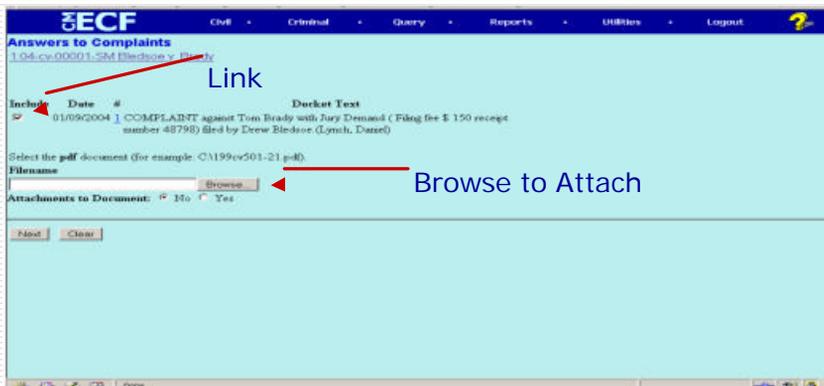
150

Create the Association Between the Party and the Attorney



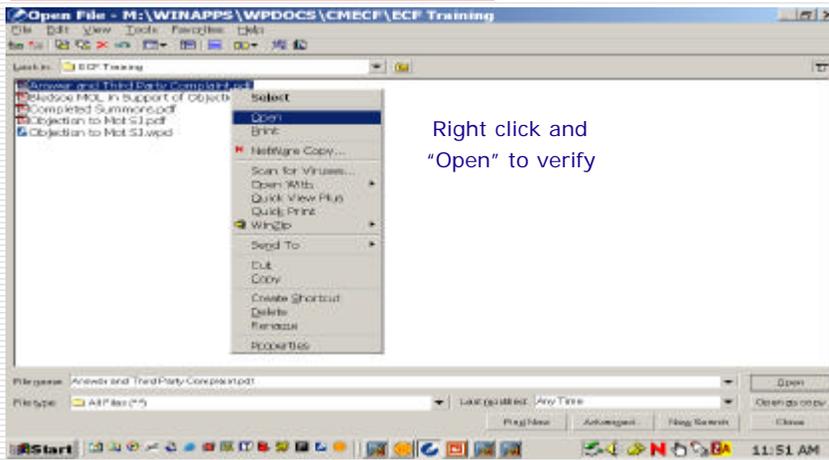
151

Link the Answer to the Complaint and Browse to Attach the PDF



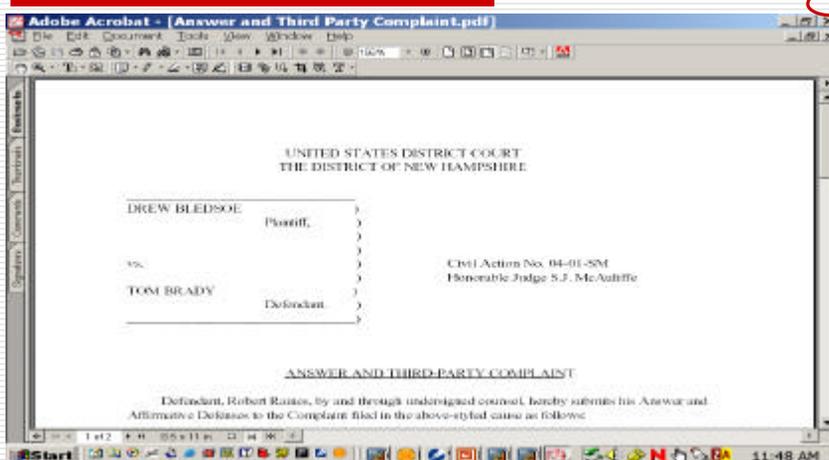
152

Open to Verify the Answer and Third Party Complaint



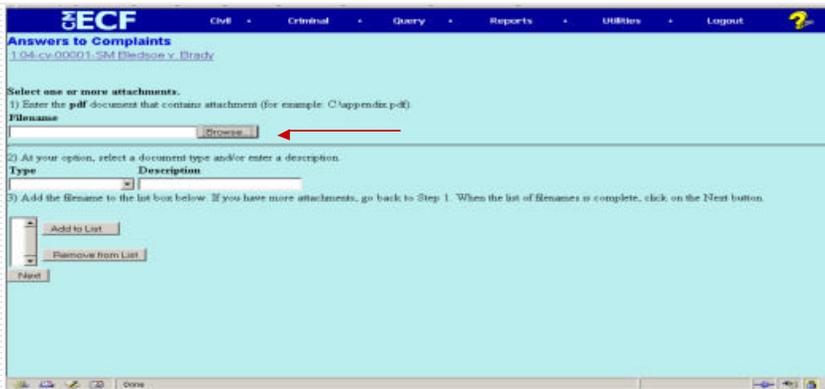
153

Verify and Close



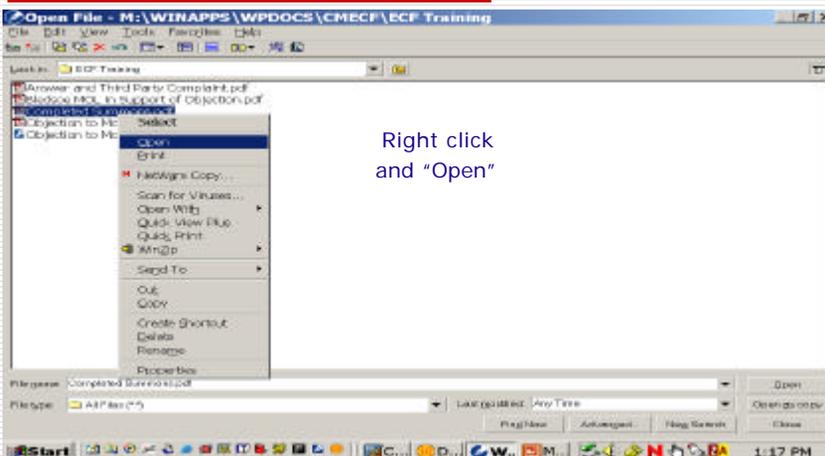
154

Step 1 –Browse to Attach Summons



157

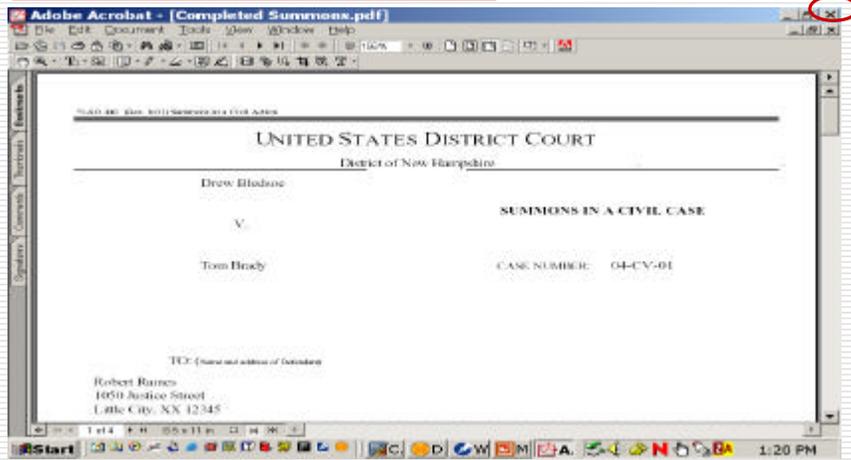
Open and Verify Completed Summons



Right click
and "Open"

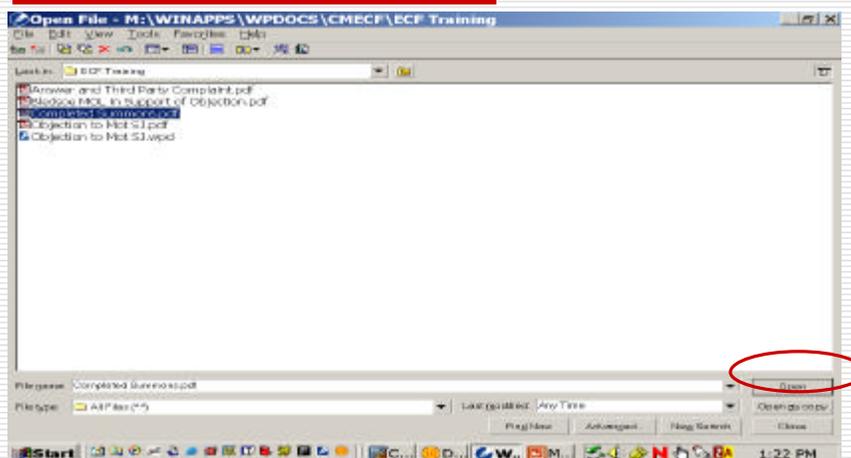
158

Verify and Close



159

Click on "Open" and Add to ECF



160

Check Box Next To: "Does this filing include a third-party complaint?"

CM/ECF TEST - U.S. District Court - Mozilla
https://ecf-test.zhd.uscourts.gov/cgi-bin/login.pl?25396482781

ECF Civil Criminal Query Reports Utilities Logout

Answers to Complaints
1:04-cv-00001-SM Bledsoe v. Brady

Does this filing include a counterclaim? (If yes, click on the box)

Does this filing include a cross-motion? (If yes, click on the box)

Does this filing include a third-party complaint? (If yes, click on the box)

Next Done

163

Click on "Add/Create New Party"

ECF Civil Criminal Query Reports Utilities Logout

Answers to Complaints
1:04-cv-00001-SM Bledsoe v. Brady

Third Party Complaint

Select from the following list the party(s) against whom you are filing this Third-Party Complaint.

Select the Party: OR Select a Group:

Bledsoe, Drew (Plaintiff)
Brady, Tom (Defendant)

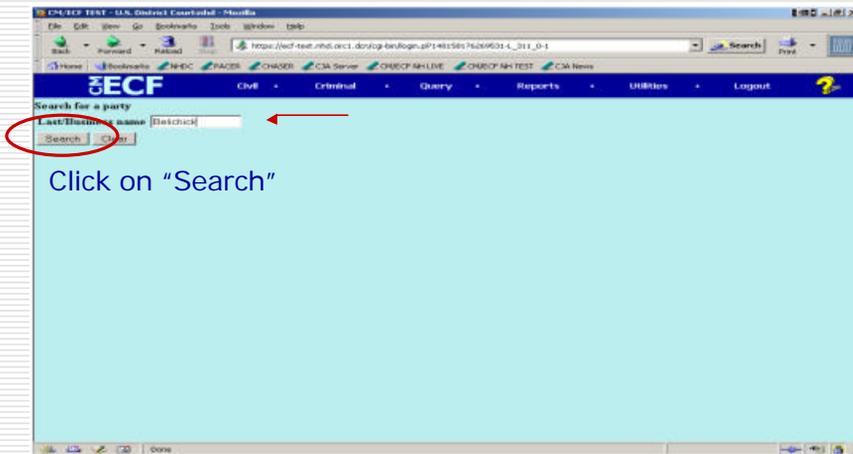
No Group
 All Defendants
 All Plaintiffs
 All Parties

Add/Creates New Party

Next Clear

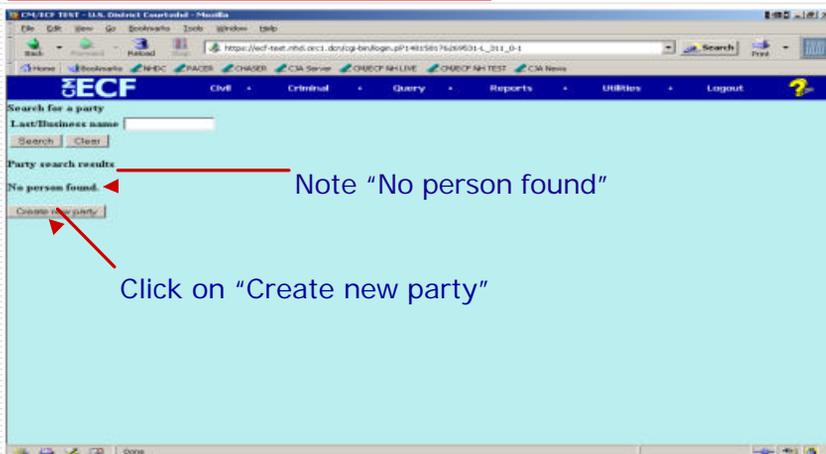
164

Search for a Party in the Database – Enter Last Name



165

Read the Search Results Message



166

Enter Name and Choose "Role" Only

Party Information

Last name: [text box] First name: [text box] Middle name: [text box] Generation: [text box] Title: [text box]

Role: [dropdown menu] Pre ss: [no]

Address 2: [text box] City: [text box] County: [text box] Phone: [text box] E-mail: [text box]

Party text: [text box]

Submit

Select "Third Party Defendant"

Once finished, click "Submit"

167

Tips for Adding Parties to the Database

- ❑ Company: enter the entire company name in the last name field
 - ❑ Individual: fill out the last name, first name, middle name and generation as appropriate
 - ❑ County or city: enter in the last name field the county or city first (i.e. "Concord, City of" or "Merrimack County," etc.)
-

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Select the Party Against Whom You are Filing the Third-Party Complaint

Answers to Complaints
1:04-cv-00001-SM-Bledsoe v. Brady

Third Party Complaint

Select from the following list the party(s) against whom you are filing this Third-Party Complaint.

Select the Party: OR Select a Group: [Add/Create New Party](#)

No Group
 All Defendants
 All Plaintiffs
 All Parties

Next >

169

Help Message Screen-Read

CM/ECF TEST - U.S. District Court - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop <https://ecf-test.rhd.uscourts.gov/cgi-bin/login.pl?2579648278> Search Print

Home Bookmarks CM/ECF NH LIVE CM/ECF NH TEST J-Net Welcome to The New H... Official Athletic Site, ML...

ECF Civil Criminal Query Reports Utilities Logout

Answers to Complaints
1:04-cv-00001-SM-Bledsoe v. Brady

Current Jury Demand value is highlighted in a subsequent screen.
If the highlighted value is correct, do NOT change it.
* IF ONLY PLAINTIFF has demanded jury, value should be 0 (Plaintiff)
* IF ONLY DEFENDANT has demanded jury, value should be 4 (Defendant)
* If BOTH sides have demanded jury, value should be 6 (Both)

Next >

170

Update Jury Demand if Value is Incorrect

Update Jury Demand

Jury Demand [v (P-Serv)]

Next

Both

Courtland

None

Courtland

Enter a value – do NOT leave this field blank.

Once done click "Next"

171

Read Help Message

Answers to Complaints

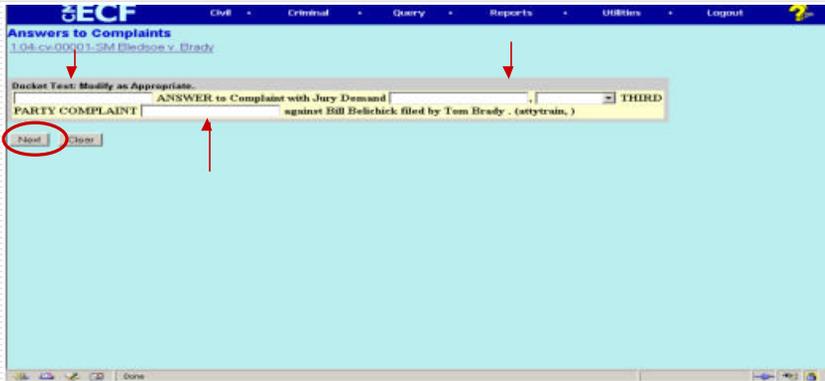
1:04-cv-00001-SM Bledsoe v. Brady

the Answer includes a jury demand, type Jury Demand in box: Jury Demand

Clear

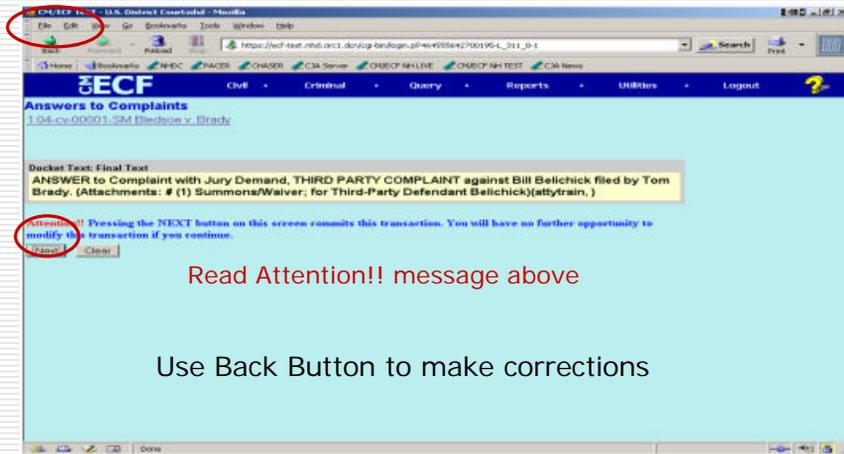
172

Modify Text as Appropriate



173

Answer and Third-Party Complaint – Drop Dead Screen



NEF – Notice of Electronic Filing

U.S. District Court
District of New Hampshire

File Stamp

Notice of Electronic Filing

The following transaction was received from Lynch, Daniel J. entered on 4/7/2004 at 1:32 PM EDT and filed on 4/7/2004

Case Name: Eldredge v. Brady
Case Number: 1:04-cv-1
Filer: Tom Brady
Document Number: [Link]

Click on document # to see document

Docket Text

ANSWER to Complaint with Jay Donald, THIRD PARTY COMPLAINT against Drew Bredes filed by Tom Brady. (Attachments: # (1) Surrender/Waiver)(Lynch, Daniel)

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

Document description: Document
Original filer name(s)
Electronic document storage

Docket text

Scroll down to get service information

175

NEF – Continued

U.S. District Court

Document description: Surrender/Waiver

Original filer name(s)

Electronic document stamp

[STAMP docEStamp_ID=1045603718 [Date=4/7/2004] [FileNumber=64629-0] [IP114d861b-d99d06b-d6e6e4ac1016890e789599d0e2e14296e040780c1e0641e17343254311c5e7cc9d6544d0ac0nac3523e44730127c925250d492f8ac]]

Service information

L-04-cv-1 Notice will be electronically mailed to:

Donald J. Lynch dlynch_jr@dca.d.uscourts.gov.

L-04-cv-1 Notice will not be electronically mailed to:

Larry F. Beefe
Beefe Associates
230 MacDonald Way
The Dalles, OR 97345

Russell P. MacMurphy
Sweet & MacMurphy, PLLC
68 North Ed
Durfield, RH 03057

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Service of Third Party Complaint

- ❑ Cannot serve Third Party Defendant Through ECF
- ❑ Will Receive Completed Summons with Paperwork for Service Pursuant to Fed. R. Civ. P. 4

Independent Exercise

United States District Court
District of New Hampshire

ECF Training – Exercise 04 (Independent)
Converting to PDF and Filing a Motion to Dismiss the Third Party Complaint

A. DISMISS

1. You can use the back and forward buttons on your browser to view prior screens without being disconnected.
2. If you see the back button (arrow) on the next screen on a U.S. ECF screen, you will have to reenter data on all screens from that point forward.
3. You have not actually added any information or filed a document in the court's electronic system until you click the "Save" button on the final screen, which results in the following: **Automatic Filing of the NEXT screen on this system commences this transaction.** You will have no further opportunity to modify this transaction if you continue. If you want to edit the current screen, do not press the "Save" button but instead click on any screen on the ECF Web Site that includes "Cancel".
4. The options to file documents screen on the U.S. ECF system are an informational notice. You can move quickly to complete the right-hand screen by clicking on the white space and pressing the back button of the screen you desire.
5. To adjust your document screen to the drop down menu, a single field is available "CF" key, which on the first screen, moves back to the "CF" key assignment, which on any additional screens, "Clear" all of the document screen's PDF/A, XML, or "None".

B. Converting the Motion to Dismiss to PDF

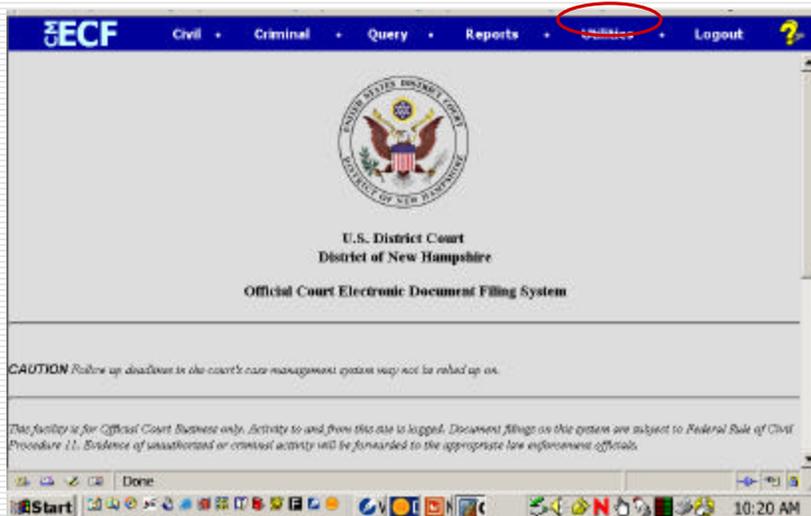
1. Open up your word processing system, Word or Perfect.
2. To get to the system file directory, click on "File" and the select "Open". This should open up ECF Training directory.
3. To open our shared Word folder document from "Motion to Dismiss," double click on the WordPerfect document titled "Motion to Dismiss".
4. Once the document is opened, click on "File" on the right hand side select "Print".

ACCOUNT SET UP

1. Changing Passwords
 2. Changing E-Mail Address
 3. Adding Persons to Receive E-Mail Notices in Your Cases
 4. Receiving E-Mail Notices in Cases in Which You are Not Counsel of Record
-

179

Click on "Utilities"



“Maintain Your Account”

Change passwords and email notification addresses



Maintain User Account: Change Password

Please verify the info on this screen. Do NOT make any changes. See Admin. Procedure , Section 6.2(e) for instructions on changing name/address/phone #.

A screenshot of the 'Maintain User Account' form in the ECF system. The form contains various fields for user information, including Last name, First name, Middle name, Generation, Gender, ATY Type, Title, Type, Bar number, Prisoner id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, Country, County, Phone, Fax, Initials, DOB, AO code, End date, Civil ref style, Criminal ref style, Date sworn, and Status. At the bottom of the form, there is a link labeled 'More User Information' which is circled in red. Below the form are 'Submit' and 'Clear' buttons.

Click on “More User Information” to change password

Type in New Password

Your login should appear in the login box. You may now change your password by:

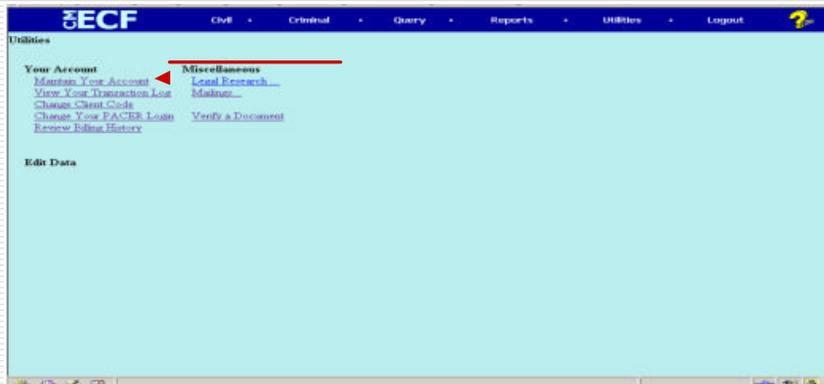
1. Typing a new password in the password box;
2. Clicking on "Return to Account screen".



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Change Your E-Mail Options

Again, Start From "Maintain Your Account"



184

Change Your E-Mail Options

Click on "Email information"

185

E-Mail Account Setup – Check Appropriate Boxes

Primary e-mail address: Enter your e-mail address

Send notices in these additional addresses: Enter other recipients and check the box

Send notices in cases in which I am involved: Add other cases for notification? If so, check the box.

Send a notice for each filing: Individual notices or a Daily Summary of filings?

Format notices: HTML format for Netscape or ISP e-mail service
 Text format for cc:Mail, GroupWise, other e-mail service

Choose format for your e-mail notices
 NOTE: check with your IT staff re: html/text version

Once done click on "Return to Account Screen"

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Click Submit to Enter Changes to Password and/or Email Info

The screenshot shows the 'Maintain User Account' form in the ECF system. The form includes fields for personal information (Last name, First name, Middle name, Generation, Gender, ATY Type, Title, Type), contact information (Bar number, Prisoner id, Office, Unit, Address 1-3, City, State, Zip, Country, County, Phone, Fax), and identification details (Initials, DOR, AD code, End date, Civil ref style, Date sworn, Criminal ref style, Status). At the bottom, there are buttons for 'Find information...', 'More user information...', and 'Submit'. The 'Submit' button is circled in red.

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Press Submit Again to Continue the Update

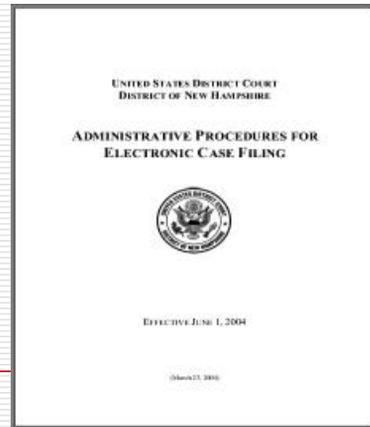
The screenshot shows a confirmation message in the ECF system. The message reads: "Fields were not altered. Press submit to continue with up-date of person". Below the message, there are 'Submit' and 'Clear' buttons. The 'Submit' button is circled in red.

Update was successful message will appear on the next screen

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Procedural & Legal Issues

ECF Governed by Combination of Federal Rules, Local Rules and Administrative Procedures



DOCUMENTS TO BE FILED IN PAPER FORM

Specified in Section III of Admin. Procedures

- Sealed Documents
- Ex Parte Documents
- Objection to Magistrate Assignment
- Trial Exhibits/Exhibit Lists
- Criminal Warrant Applications
- Documents Signed by Criminal Defendants
- CJA 20 & 21 Vouchers & Materials

Signatures

FILING USER'S SIGNATURE

- Log in and password
 - Rule 11
 - Format
- "/s/ (attorney name)"**

Date: _____ /s/ [Name of Password Registrant]
Name of Password Registrant
Bar No. _____
Law Firm Name _____
Address _____
City, State, Zip Code _____
Phone: (XXX) XXX-XXXX _____
E-mail: XXX@XXX.XXX

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Signatures Cont.

MULTIPLE SIGNATURES

- Format
- /s/ (first attny name) /s/ (second attny name)
- Certifying Agreement to Content and Authority to File

/s/ Daniel J. Lynch
Daniel J. Lynch
Bar No. 8404
Lynch Law Offices, PA
33 Bird Lane
Concord, NH 03301
Phone: (603) 225-1477
E-mail: daniel.lynch@lynchlaw.com

/s/ Robert Knight
Robert Knight
Bar No. 666
Knight Stalker Law Offices, PA
1 Red Raider Drive
Manchester, NH 03310
Phone: (603) 668-0666
E-mail: bknight@redraider.com

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Signatures Cont.

Affidavits

- ❑ If preexists may scan
- ❑ If created in context of litigation, use /s/ for affiant and jurat signature
 1. Get original signed before filing in ECF
 2. Obligation to retain original for 3 years from date of filing or conclusion of appeals, whichever is later

Service

File stamp information

*Receipt of NEF deemed service on ECF Registered Users

*Consent to e-service by registering for ECF

*May not serve complaint electronically

shows who received e-notice

shows who did not receive e-notice

The screenshot displays a filing receipt from the U.S. District Court, District of New Hampshire. It lists several documents with their respective electronic document stamps and dates. The 'Date of Electronic Filing' is circled in red. The 'Electronic Document Stamp' field indicates whether a document was received electronically (e.g., 'Electronic Document Stamp: Received') or not (e.g., 'Electronic Document Stamp 1: Not Received').

Document Description	Electronic Document Stamp	Date of Electronic Filing
STAMP: Affidavit [ID=140483711][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483712][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483713][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483714][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483715][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483716][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483717][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483718][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483719][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483720][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483721][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483722][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483723][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483724][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483725][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483726][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483727][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483728][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483729][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483730][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483731][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483732][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483733][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483734][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483735][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483736][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483737][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483738][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483739][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST
STAMP: Affidavit [ID=140483740][Date=02/02/04] [FileNumber=6028-1]	Electronic Document Stamp: Received	02/02/04 10:28:14 AM EST

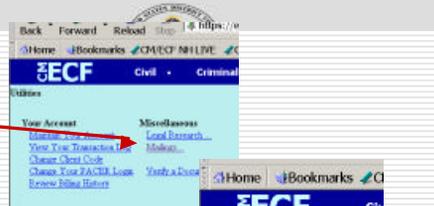
Can I Tell Who is Registered Before Filing?

Click on

"UTILITIES"



"MISCELLANEOUS - MAILINGS"

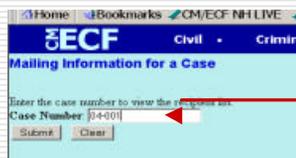


"MAILING INFO FOR A CASE"

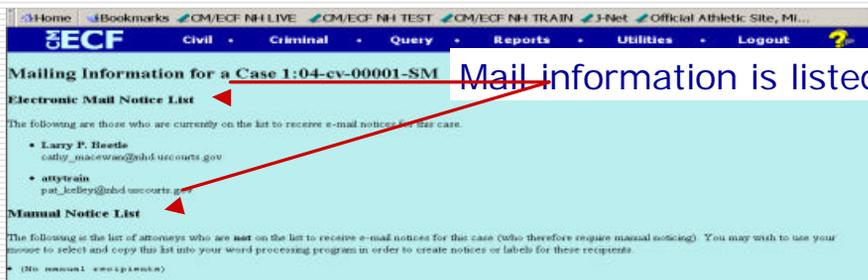


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Mailing Info for a Case



Key in case number



Mail information is listed

Service Cont.

CONVENTIONAL SERVICE REQUIRED FOR:

- Non-registered parties, AP 2.8(d)
- Conventionally filed documents, AP 3.8
- If learn ECF did not serve parties, FRCP 5(b)(3)
- Case opening documents, FRCP 4

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Certificate of Service

All documents filed in ECF still need certificate of service, FRCP 5(d), LR 5.1(d)

Sample Certificate of Service

CERTIFICATE OF SERVICE

I hereby certify that the [Title of Document] was served on the following persons on this date and in the manner specified herein: Electronically Served Through ECF: [Names of Filing Users]; Conventionally Served: [Name and Address of Non-Filing Users].

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Attachments/Non-Trial Exhibits

- Submit in Converted Not Scanned PDF Format if Possible
- Submit as Separate Attachments to Main Document
- May Submit in Excerpted Format

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Conventional Filing of Attachments/Non-Trial Exhibits

- Bulky or physical exhibits
- Exhibits that must be scanned and Filer has no scanner – lapses 6/1/05
- Must submit a “Notice of Conventional Filing” in place where attachment would have been electronically submitted
- Must get conventionally filed attachment to court within 48 hours

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Memorandum Required by LR 7.1(a)(2)— AP 2.3(e)

- Must be filed as first attachment to main document and NOT as separate docket entry
- CAVEAT: If filed in connection with contemporaneously filed objection and motion—filed as main document and linked to both

201

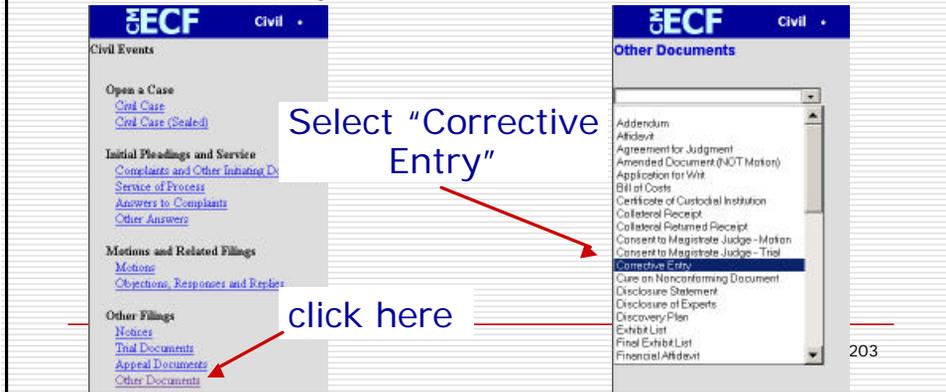
Scanned PDF Documents

- May submit scanned PDF only if cannot electronically convert document
- If have no scanner may submit conventionally or use court's public scanner
- Original of scanned document must be retained for 3 years from filing or conclusion of appeals, whichever is later

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Correcting Mistakes

- ❑ Do **not** refile – call ECF Help Desk
- ❑ If under filing deadline, may resubmit through “Corrective Entry”
- ❑ Clerk’s Office may not remove without court order



Court's ECF System Down

- ❑ “Technical Failure”—ECF System cannot accept filings for over 1 hour after noon
- ❑ If causes to miss a filing deadline, may file on next business day before noon
- ❑ May file conventionally or electronically with “Declaration of Technical Failure”
- ❑ Court cannot extend “jurisdictional deadlines,” FRCP 6(b)
- ❑ Direct access if Web Page is down:
<http://ecf.nhd.uscourts.gov>

Your System Is Down

- ❑ May file conventionally with “Declaration of Technical Failure”
- ❑ Does not excuse untimely filing

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PACER Information

The screenshot shows the PACER Service Center website. At the top left is the PACER logo, which includes a stylized eagle and the text 'PACER'. To the right of the logo is the text 'Administrative Office of the U.S. Courts' and 'PACER Service Center'. Below this is a navigation bar with links: 'Home', 'Register', 'Links', 'U.S. Party Case', 'CM/ECF Miscellaneous', 'Statistics', 'Search', and 'Help'. The main content area features a paragraph: 'The PACER Service Center is the Federal Judiciary's centralized registration, billing, and technical support center for electronic access to U.S. District, Bankruptcy, and Appellate court records.' Below this are two columns of links. The left column has four links: 'PACER Overview', 'Register for PACER', 'Links to PACER Web Sites', and 'U.S. Party Case Index'. The right column has a 'What's New' section with three bullet points: 'CM/ECF Email Notification', 'Federal Circuit Now Available', and 'Forgotten Password Request'. Below these are two more links: 'Instant Registration Available' and 'Instant Registration Available'.

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PACER LOGIN IS REQUIRED

- ❑ Case participants receive “free look” of pleadings/orders via e-mail.
- ❑ PACER still required to access electronic dockets, electronic documents, reports, queries, etc.

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Firm PACER Account

- ❑ May use firm account
- ❑ Establish separate account if want to keep billing separate from firm

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PACER LOGIN MAY BE OBTAINED FROM THE PACER SERVICE CENTER VIA USDCNH WEB SITE



PACER Fees

- ❑ Case Participants “One Free Look” for 15 Days
 - ❑ One Free Look for First “Secondary Recipients”—All Others Pay Fee
 - ❑ .07¢ Per Page-\$2.10 max (30 Pages)
 - ❑ Free Access to View at Courthouse
 - ❑ .10¢ Per Page to Print at Courthouse
-

PACER ACCESS TO ECF DOCUMENTS AND DOCKETS

- ❑ By Judicial Conference policy no off site public Internet access to documents filed in civil social security appeal, civil asset forfeiture or criminal cases.
- ❑ Off site access available in criminal cases in near future
- ❑ Case participants have off site Internet access in their cases

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ECF Resources



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ECF Filing Questions?



ECF Help Desk – Cathy MacEwan

1-800-776-0320 – Option #8

E-Mail: ecfhelp@nhd.uscourts.gov

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USDCNH Website Resources

- We have collected all the resources needed to use CM/ECF on our web page (www.nhd.uscourts.gov)



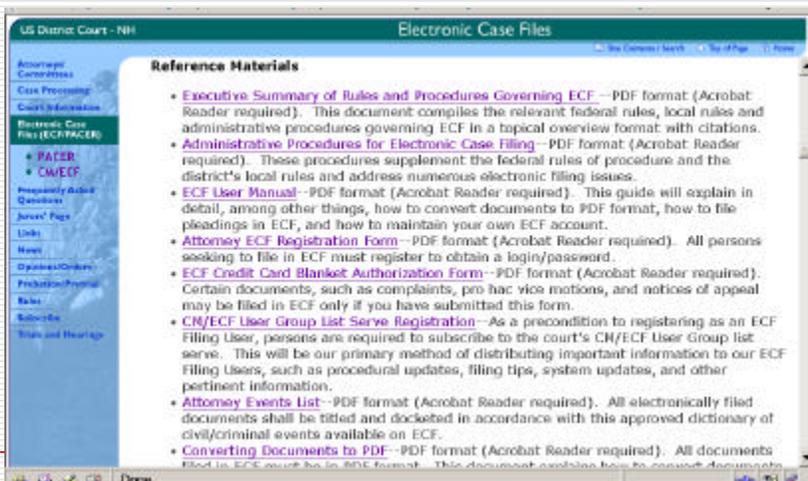
214

CM/ECF HOME PAGE- Reference Materials



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Reference Material



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Login to Live/Training



Login to Training Site

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Training Links



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Computer Based Training ECF Tutorial

CM / ECF
Case Management / Electronic Case Files

District Court CM/ECF
Computer-Based Training Modules

Below is a variety of generic training modules to help you become more familiar with the electronic filing process of the District Court CM/ECF product. In addition, the courts provide a separate CM/ECF database for training purposes. Links to information and training materials for all of the trial courts are available to [click here](#).

NOTE: The training modules may take a while to load.

- An Introduction to CM/ECF
- Logging in to CM/ECF
- Converting Documents to PDF
- Windows File Management Part 1
- Windows File Management Part 2
- Setting Up Automatic E-mail
- Filing a Civil Answer
- Filing a Civil Motion
- Filing a Civil Response to Motion
- Basics
- Filing a Criminal Motion
- Filing a Criminal Response to Motion

Case Management/Electronic Case Filing (CM/ECF) Tutorial

This interactive tutorial teaches case users to maintain, create reports, and print Amendments using the CM/ECF system. The tutorial consists of five modules, each of which contains exercises that guide you through specific CM/ECF functions such as how to file an answer or how to create a court filing report.

If you are a new CM/ECF user, you should begin with Module 1 and continue to the end of Module 5. This is a self-paced tutorial. At any point in the tutorial, you may bookmark your place and return when and where it is convenient to you. The entire module will take you less than an hour to complete.

To begin, select one of the section links below.

Module 1: Orientation	Module 4: Quizzes
What Electronic Case Filing Users to use this Tutorial	What is e-filing?
Navigating Electronic Case Filing	Module 5: Special Provisions
Module 2: Filings	Creating/verifying a new e-filing user filing with other attorneys during the initial verification
Opening a Case	Properly Attach Documents
Filing an answer to a complaint	Working with PDF Enclosures
Filing a motion	Get Account Number
Filing a response with an attachment	Follows Tutorial
Module 3: Reports	Return to Court CM/ECF Test Page
What a docket sheet	
What a case filing report	
What a case collection	

USDCNH Demo Data Base

CMECF Login: attorney 1 through attorney 15

Password: attorney

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

Welcome to the District CM/ECF Test Area

[District Version 1 Test System](#)

For training purposes, you may use one of the following training logins: "attorney1" through "attorney15". The password for all of the training logins is "attorney".

You may file documents in any of the following: civil complaints: "04cr2004", civil cases: "04cr200" through "04cr215", criminal cases: "04cr300" thru "04cr315"

Once you are logged in to the system, you may get logged from your training session and log yourself off at the login screen. This means someone else has picked the same training login that you have selected. Consequently, you will need to pick a different login and try again.

Training PowerPoint



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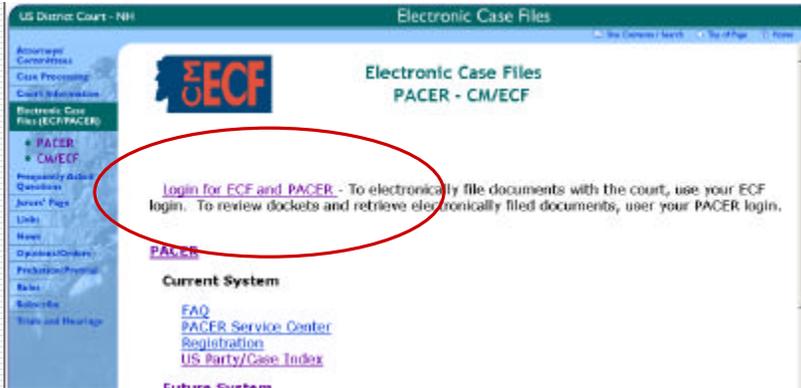
ECF User Training Now Available on DVD/VHS

- Use written training exercises and NH Training Demo Data Base to replicate live training--docket while viewing
- Great way to conduct firm wide training or individual training on own time
- Obtain 2 hours CLE credit
- \$6.00 at courthouse; \$9.50 by mail

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ECF Addresses – Live Database

- ❑ Direct URL – <http://ecf.nhd.uscourts.gov>
- ❑ CM/ECF Link on Web Page



Evaluation Form

United States District Court, District of New Hampshire ECF Pilot User Training EVALUATION SHEET	
Your reactions and comments will help us determine whether our program met your needs and interests. They will also provide a basis for future programs.	
1. What did you find most valuable?	
2. What suggestions would you make for improvements in the program?	
3. What topics should be deleted or explained less in the program?	
4. a. Were the handout materials helpful? b. Should any handouts be added or deleted?	
5. a. Did the training equip you to do electronic filing? b. If not, please suggest improvements for our program.	
6. a. Did the training provide you with sufficient understanding of the rules and procedures for ECF in NH? b. If not, please suggest improvements for our program.	
7. Would you recommend this program to a colleague?	



• Thank You!!

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