

ELECTRONIC CASE FILES

USER MANUAL



**United States District Court
District of New Hampshire**

April 2004

(Updated through June 2, 2004)

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PREFACE

All documents submitted for filing by a member of the bar of this district in civil cases commenced on or after June 1, 2004, and in criminal cases commenced on or after January 1, 2005, except those documents specifically exempted, shall be electronically filed using the court's Electronic Case Files System (ECF). A case initiated prior to the above dates may be designated as an ECF case upon order of the court or upon motion assented to by all parties and approved by the court. A party who is not represented by counsel may file papers with the clerk in the traditional manner, but is not precluded from filing electronically.

An attorney may apply to the court for permission to file paper documents. If one counsel of record is exempted from electronic filing (or if the case involves a pro se litigant who is not filing electronically), however, then all counsel shall conventionally file all documents and the case will be maintained in paper format.

Counsel who have registered on the ECF system shall receive a Notice of Electronic Filing (NEF) for all filings. Counsel may also receive a NEF when the clerk's office docketed a pleading or other entry in a non-ECF case. For such filings in non-ECF cases, however, there will be no link to the document and counsel must remember that the service and filing of pleadings in those cases must continue to be made on paper in the traditional manner with an original signature. Counsel may contact the ECF Help Desk to request that no further NEFs are forwarded in non-ECF cases.

The clerk's office will not maintain a paper court file in an ECF case, except as provided in the Administrative Procedures for Electronic Case Filing (ECF Administrative Procedures). The official court record shall be the electronic file maintained on the court's servers together with any paper documents filed in accordance with the ECF Administrative Procedures.

INTRODUCTION

This manual provides instructions for using the Electronic Case Files System (ECF) to file documents with the court, or to view and retrieve docket sheets and documents for all civil, criminal and miscellaneous cases in the system. It also addresses certain ECF rules and procedures. As this manual does not contain a comprehensive review of all rules and procedures governing ECF, a Filing User should closely review the Administrative Procedures for Electronic Case Filing for the District of New Hampshire. A Filing User should also have a working knowledge of an ECF-compatible web browser and Adobe Acrobat or equivalent software for creating and reading Portable Document Files (PDF).

Definitions

- A. "ECF Administrative Procedures" refers to the Administrative Procedures for Electronic Case Filing for the District of New Hampshire.
- B. "ECF" is the court's Electronic Case Files System, which is an automated system that receives and stores documents in electronic form.
- C. "Electronic Filing" is the process of uploading a document from the Filing User's computer and using the court's Internet-based Electronic Case Files System (ECF) to file the document on the court's docket. The ECF system only accepts documents in a portable document format (PDF).
- D. "Filing User" is an individual who has a court issued login and password to file documents electronically in this judicial district.
- E. "Notice of Electronic Filing" (NEF) is a notice automatically generated by ECF at the time a document is electronically filed in the ECF system, setting forth the time of filing, the name of the party and attorney filing the document, the type of document, the text of the docket entry, the name of the party and/or attorney receiving the notice, and electronic links (hyperlinks) to the filed document and the docket report.
- F. "PACER" (Public Access to Court Electronic Records) is an automated system that allows an individual to view, print, and download court docket information over the Internet.
- G. "PDF" refers to Portable Document Format. There are two types of PDF documents:
- "Electronically Converted PDF Documents," which are created from a word processing system (MS Word, WordPerfect, etc.) using PDF creation software. Electronically converted PDF documents are text searchable and their file size is small.
 - "Scanned PDF Documents," which are created from paper documents run through a scanner. Scanned image PDF's are not searchable and have a large file size.

Only documents electronically converted to PDF from the word processing original may be filed through ECF unless the Filing User possesses only a paper copy of the document to be submitted, in which case a scanned PDF may be submitted.

Effect of Electronic Filing

Electronic transmission of a document to the ECF system, together with the transmission of a Notice of Electronic Filing (NEF) from the court, constitutes filing of the document for all purposes of the Federal Rules of Civil/Criminal Procedure and constitutes entry of the document on the docket maintained by the clerk pursuant to Fed. R. Civ. P. 58 and 79 and Fed. R. Crim. P. 49 and 55. The official record shall be the electronic file maintained on the court's servers together with any paper documents filed in accordance with the ECF Administrative Procedures.

A document electronically filed through the court's ECF transmission facilities is deemed filed on the date and time stated on the NEF received from the court. Electronic filing does not alter the filing deadline for a document. All electronic filings must be completed before midnight local time in order to be considered timely filed that day unless a different time is established by court order.

Public Access

The public may obtain access to the electronic docket and documents that have not been sealed at no charge at the clerk's office during regular business hours. A copy fee for an electronic reproduction will be assessed in accordance with 28 U.S.C. § 1914.

The public may obtain remote access to the court's docket and electronically filed documents at the court's Internet site (<https://ecf.nhd.uscourts.gov>) by obtaining a PACER login and password. Remote Internet access to documents in criminal, social security, and civil asset forfeiture cases will be limited to counsel of record and shall not be available to the general public. A user fee for accessing court information through PACER will be assessed in accordance with 28 U.S.C. § 1914.

ECF SYSTEMS REQUIREMENTS

Hardware and Software Requirements

The following hardware and software is needed to electronically file, view and retrieve case documents:

- Personal computer (Pentium or higher/MacIntosh equivalent) (64MB Ram) running a standard platform (e.g., Windows 95, 98, 2000, NT). Minimum IBM or Mac PC with a 486-66 MHZ Processor and 16MB Ram, Windows 3.1.
- Portable Document Format (PDF) compatible word processing software for creating pleadings (e.g., WordPerfect, MS Word). Any DOS based word processor will be insufficient as the PDF-creation software will be unable to generate a PDF file from those word processors.
- PDF is the only format used with CM/ECF. Thus, Filing Users will need PDF-creation software, used to convert documents from a word processor format to a PDF format, and PDF-reader software, used to open and read documents received in PDF format.
- A scanner to convert paper documents that are not in a word processing format to digital format for electronic filing in the court's ECF system. Use a scanner ONLY if you cannot electronically prepare your documents with a word processing software package and convert them to PDF format, such as when the Filing User possesses only a paper copy of the document to be submitted (e.g. pre-existing documents such as contracts, medical records, drawings, photographs, etc). For scanner instructions, see the "Scanner Tips" section of this manual.

NOTE: Until June 1, 2005, one year after the court commences ECF in this district, the court will allow Filing Users who do not have access to a scanner to file attachments or exhibits conventionally as more fully set forth in the ECF Administrative Procedures and the "Attachments and Non-Trial Exhibits" section of this manual. Additionally, the court will provide a public scanner at the clerk's office as a courtesy for those persons who do not have a scanner.

- PACER account with login and password.
- CM/ECF login and password.
- An Internet Service Provider using point-to-point protocol (PPP) for accessing the Internet and for sending and receiving e-mails. Some type of Broadband, DSL or T-1 service is highly recommended (minimum access speed of 56K).
- An e-mail account. The ECF system sends electronically filed court orders and pleadings by e-mail to all registered ECF users in a case. As part of the

initial registration process, persons requesting an ECF login and password must provide the e-mail address where they would like to receive electronically filed documents.

- An ECF-compatible web browser. Presently Netscape Version 4.76 is recommended; CM/ECF may work with Internet Explorer 5.5 or higher, but problems have been reported. For a link to download Netscape 4.76, go to the “Systems Requirements” section of the Electronic Case Files link on the court’s web page. Note that Internet Explorer 5.5 is no longer available for download from Microsoft.

Setting Your Browser To Automatically Clear the Internet Cache

In some instances your web browser may not allow you access to all available options. Users of ECF have experienced some compatibility issues with versions of Netscape Navigator lower than 4.7; America On-Line’s version of Netscape Navigator; and versions of Internet Explorer other than Version 5.5. Any version of Internet Explorer requires the user to clear the temporary Internet files/history of the web browser each time ECF is accessed. This will ensure web pages viewed within ECF display all available options.

Follow the steps below before accessing ECF.

Netscape 4.x

- From within the browser, choose EDIT, PREFERENCES
- From PREFERENCES choose ADVANCED, CACHE
- At the CACHE screen, click the buttons CLEAR MEMORY CACHE and CLEAR DISK CACHE
- Also, at the CACHE screen choose the radio button “Change page every time”
- Click OK

Netscape 7.0

- From within the browser, choose EDIT, PREFERENCES
- From PREFERENCES choose ADVANCED, CACHE
- At the CACHE screen, click the buttons CLEAR MEMORY CACHE and CLEAR DISK CACHE
- Also, at the CACHE screen choose the radio button “Every time I view the page”
- Click OK



Internet Explorer 5.5

- From within the browser, choose TOOLS, INTERNET OPTIONS
- From the GENERAL tab click the button DELETE FILES in the Temporary Internet Files section
- Then from the GENERAL tab click the button SETTINGS in the Temporary Internet Files section
- From the SETTINGS screen choose the radio button “Every visit to the page”
- Click OK
- From the GENERAL tab click OK

ELIGIBILITY, REGISTRATION AND PASSWORDS

A person must register with both ECF and PACER in order to be a Filing User. In order to file certain documents in ECF, such as civil or miscellaneous case initiating documents, pro hac vice motions, notices of appeal, and requests to obtain a copy of an audio-taped hearing, a Filing User must also complete and submit an ECF Credit Card Blanket Authorization Form.

ECF Eligibility

Registration is required for participation in ECF. An attorney admitted to the Bar of this court, including an attorney admitted pro hac vice, may register as a Filing User by completing the prescribed registration form and submitting it to the clerk.

A non-prisoner who is a party to a civil action and who is not represented by an attorney may file a motion to register (on a form prescribed by the clerk's office) as a Filing User solely for purposes of the action. If during the course of the action the person retains an attorney who appears on the person's behalf, the clerk's office shall terminate the person's registration in that case upon the attorney's appearance.

ECF Registration

The ECF Registration Form is available on the court's website. Completed registration forms should be mailed to:

Office of the Clerk
United States District Court
55 Pleasant Street, Room 110
Concord, NH 03301-3941
Attn: ECF Registration

Registration as a Filing User constitutes consent to electronic service of all documents in accordance with the Federal Rules of Civil Procedure and the Federal Rules of Criminal Procedure.

ECF Login and Password

New users will receive by e-mail from the clerk's office a login and password identification following registration. Since the ECF Administrative Procedures provide that the password and login constitute the Filing User's signature for all purposes, including for the purposes of Fed. R. Civ. P. 11, care should be taken to ensure that this information is protected from unauthorized use. A Filing User shall not allow another person to file a document using their login and password, except for an authorized agent of the filing user. Use of a user's login and password by a staff member shall be deemed to be the act of the registered user.

Filing Users may change their password at any time through maintenance of their user account. A Filing User who has forgotten or misplaced their login and/or password should contact the ECF Help Desk to have new ones issued. Additionally, a Filing User who learns that the security of their password has been compromised must immediately change their password and notify the ECF Help Desk.

Duty to Update ECF Registration Information

A Filing User has an obligation to notify the clerk's office and all parties in any active case, through the use of the "Notice of Change of Address" event in ECF, of any change in the following information contained in the original ECF Registration Form: name; mailing address; firm name or affiliation; or telephone number.

Withdrawal As ECF Filing User

Once registered, an attorney of record in an active ECF case may withdraw from participating in the ECF system only upon motion in that case. Otherwise, an attorney may withdraw from participating in the ECF system by providing the clerk's office with a written notice of withdrawal. Upon receipt, the clerk's office will immediately cancel the attorney's password and delete the attorney's name from any applicable electronic service list. An attorney's withdrawal from participation in the ECF system will not be construed as authorization for the attorney to file cases or documents conventionally unless so authorized by court order.

CM/ECF User Group List Serve Registration

As a precondition to registering as an ECF Filing User, persons are required to subscribe to the court's CM/ECF User Group list serve. This will be our primary method of distributing important information to our ECF Filing Users, such as procedural updates, filing tips, systems updates, and other pertinent information. You can subscribe by going to the court's website at www.nhd.uscourts.gov and clicking on the "Subscribe" link on the left navigation bar on the home page.

PACER Registration

ECF users must have a PACER account. If you do not have a PACER login, contact the PACER Service Center at (800) 676-6856 or (210) 301-6440 to establish an account. Or you may register for PACER online at <http://pacer.psc.uscourts.gov>. There is no fee to obtain the account. It takes approximately one (1) week to receive a login and password from the PACER Service Center.

PACER Fees

Access to web based documents via the ECF-PACER system will generate a \$.07 per page charge. Generally, a page is defined as 54 lines of data. Additionally, there is a cap on the per page charge (a maximum of \$2.10 or the equivalent of 30 pages) for electronic access to any single document. When charges are accrued, a transaction receipt will appear before the document may be viewed. This receipt will indicate the date and time of the transaction, the type or description of the transaction, the number of pages billed and the cost for that particular transaction. The user may click the **[View document]** button to proceed or the browser's **[Back]** button to cancel the request. Charges for viewing the docket sheet do not appear before viewing the docket sheet they appear at the end of the docket sheet.

The Pacer Service Center sends quarterly statements to account holders. For any balance less than \$10.00, payment will be deferred until the next quarter. For more information regarding billing and payment requirements, or to obtain a registration form for PACER, you may contact the PACER Service Center by calling (800) 676-6856 or (210) 301-6440, or via e-mail at pacer@psc.uscourts.gov.

ECF Credit Card Blanket Authorization Form

There are certain filings that have associated filing fees that can be filed through ECF only if the attorney has an ECF Credit Card Blanket Authorization Form on file in the clerk's office. Otherwise, such pleadings must be filed in the traditional manner together with the appropriate filing fee.

In general, the most common pleadings requiring a filing fee are as follows:

- A new civil or miscellaneous case
- A notice of appeal
- A motion to admit an attorney pro hac vice
- A request for a copy of an audio-taped hearing

The court recommends that attorneys submit their ECF Credit Card Blanket Authorization Form at the same time that they register for ECF. The Credit Card Blanket Authorization Form is available on the court's website. Completed authorization forms should be mailed to:

Office of the Clerk
United States District Court
55 Pleasant Street, Room 110
Concord, NH 03301-3941
Attn: Bonnie Reed, Financial Administrator

The clerk's office will assure that all credit card information will be secured and kept confidential.

Law firms may submit one authorization form containing a firm credit card on behalf of all authorized users. The name of each attorney authorized to use the credit card for filing purposes should be listed in the appropriate box or on a list attached to the form.

An attorney who would like to change the credit card information on file should submit a new ECF Credit Card Blanket Authorization Form to the clerk's office. The attorney should also check the box on the form that indicates the credit card information should replace the information already filed. If it is a firm credit card, a replacement authorization form should be submitted any time the firm wishes to add or delete authorized users.

RESOURCES AND ECF HELP DESK

Court Internet Address

The court has devoted a section of its web page to CM/ECF. That section contains downloadable versions of this User Manual, ECF Administrative Procedures, ECF systems requirements and other useful documents, as well as links to other helpful sites and training resources. This section can be accessed from our home page located at www.nhd.uscourts.gov. Our ECF system can be accessed at <https://ecf.nhd.uscourts.gov>.

ECF Help Desk

The court has also established an ECF Help Desk to assist you with any specific questions you may encounter during your use of ECF. Both technical and procedural questions may be directed to the ECF Help Desk. The ECF Help Desk will be staffed from 8:00 am-4:30 pm, Monday through Friday. It is designed to provide quick answers to your questions and, in most cases, your questions should be answered on the spot. For questions that cannot be answered immediately, our goal is to respond to all questions within twenty-four (24) hours. Technical questions will likely be referred to systems staff for resolution.

To reach the ECF Help Desk, please call:
1-800-776-0320 option no. 8
or e-mail us at: ecfhelp@nhd.uscourts.gov

Suggestions

If you have suggestions on how the ECF system can be improved, please e-mail them to us at ecfhelp@nhd.uscourts.gov

ECF Filing User Training Registration

While ECF User Training will not be mandatory in this district, it is strongly recommended. The court will provide hands on training sessions on a regular basis at the Rudman Courthouse commencing on April 8, 2004. These sessions will last approximately two hours and are designed to provide attorneys and support staff with the basic operating knowledge necessary to navigate and use the ECF system. Those attending will receive 2.0 NHMCLE hours, which includes .5 hours toward ethics/professionalism. You can register on-line for this training on the court's website. Please note that because the on-line registration feature utilizes pop-up technology, persons who have installed pop-up blocker software should make the necessary adjustments in order to register. Additionally, to complete the registration process you must maximize the enrollment screen.

Finally, for those who would rather train on their own time, the court will attempt to have the classroom training session available to borrow or purchase on video and CD by May 1, 2004.

Computer Based Training (CBT)

The courts have designed a series of basic generic computer based training modules, referred to as CBTs, to help users become familiar with ECF. This resource involves a series of twelve (12) separate modules that take approximately ten (10) minutes each to complete. Many of the modules include tests allowing you to check your progress. Because these are generic modules the individual screens may differ slightly from our ECF system, but the principles are the same. The CBTs can be accessed on the Electronic Case Files section of our website under "Training."

CM/ECF Tutorial

An on-line tutorial has been developed by the Court Education Division of the Federal Judicial Center. This tutorial is slightly more advanced than the CBTs and simulates the filing of documents, updating a user's e-notification screen, viewing docket sheets, and performing queries. The tutorial takes approximately forty-five (45) minutes to complete and will be updated as new releases of the software containing significant functional changes are loaded. Again, while this is a generic tutorial and the individual screens may differ slightly from our ECF system, the principles are the same. The tutorial can be accessed on the Electronic Case Files section of our website under "Training."

Administrative Procedures Governing ECF

The rules and procedures governing ECF are set forth in the Administrative Procedures for Electronic Case Filing for the District of New Hampshire. These Administrative Procedures can be accessed on the Electronic Case Files section of our website. An executive summary of some of the more noteworthy federal rules of procedure, local rules and administrative procedures governing ECF can also be accessed on our website.

PACER Service Center

The PACER Service Center can be contacted as follows:

Phone:
(800) 676-6856
(210) 301-6440

Regular Mail:
PACER Service Center
P.O. Box 780549
San Antonio, TX 78278-0549

Website: www.pacer.psc.uscourts.gov
E-mail: pacer@psc.uscourts.gov

PORTABLE DOCUMENT FORMAT (PDF)

There are two types of PDF documents – electronically converted Portable Document Format (PDF) documents and scanned image PDF documents. Unless otherwise specified in the ECF Administrative Procedures or by court order, only electronically converted PDF documents may be filed with the court using the ECF system. Thus, 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. Filing Users must also install PDF reader software, which is required to open and read PDF documents filed through the ECF system and maintained on the court's docket. PDF reader software may be downloaded at no cost at www.adobe.com.

How to Convert Documents to PDF Format

You must convert all of your documents from their native word processing application to PDF format using PDF creation software before submitting them to the court through the ECF system. There are several different ways in which to convert a document from a word processing program into a PDF format. There are also numerous vendors who provide PDF creation software. The federal judiciary does not endorse or recommend any specific PDF software. For purposes of illustration only, we have chosen to depict our instructions with reference to Adobe.

Note: Depending on the font, the printer selected, and other document characteristics, the pagination and format of a document may change during the conversion process. Thus, you always want to be careful to review converted documents to assure the document maintained the desired format after conversion. If not, you may want to try a different method of converting the document, such as using PDF Distiller rather than PDF Writer or even trying Publish to PDF if you have WordPerfect 9 through 11. You may also want to try downloading an alternative PDF writer software, such as PDF995, at www.pdf995.com, and attempt to convert using this method.

For WordPerfect

Version 9 or Above

Recommended Method of Converting to PDF. WordPerfect 9, 10 and 11 offer a feature (“Publish to PDF”) that converts documents to PDF. This method creates a document three to five times larger in size than documents converted with PDF Writer or PDF Distiller, however, it maintains formatting and pagination better. You can click on the “PDF icon” on your toolbar, or:

- Open the document to be converted.
- Click on the **File** menu and select, **Publish to PDF**.

-
- Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Alternative Method of Converting to PDF. While this method of converting documents to PDF results in the document being much smaller in size, it does not always maintain formatting or pagination.

- Open the document to be converted.
- Click on the **File** menu and select the **Print** option. Select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select your PDF Writer or PDF Distiller option.
- **“Print”** the file. The file should not actually print out; instead the option to save the file in a PDF format appears.
- Name the file, giving the extension .PDF.
- Accept the option and the file is converted to a PDF document.

Version 6.1, 7 and 8

- Open the document to be converted.
- Select the **Print** option in the dialog box and select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select your PDF Writer option.
- **“Print”** the file. The file should not actually print out; instead the option to save the file in a PDF format appears.
- Name the file, giving the extension .PDF.
- Accept the option and the file is converted to a PDF document.

For Microsoft Word

Recommended Method of Converting to PDF. If you have installed Acrobat 5 or 6, use the “PDF icon” on your toolbar. This is the best method for formatting, pagination, and publishes in a smaller size.

- Open the document to be converted.

-
- Click on the Create Adobe PDF button on the toolbar.
 - Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Alternative Method of Converting to PDF.

- Open the document to be converted.
- Click on the **File** menu and select the **Print** option. Select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select your PDF Writer or PDF Distiller option and click on “OK.”
- The file will not actually print out; instead the option to save the file in a PDF format appears.
- Name the file, giving the extension .PDF.
- Accept the option and the file is converted to a PDF document.

Converting to PDF in Older Word Versions

- Open the document to be converted.
- Click on the **File** menu and select, **Create PDF**.
- Save the file as a PDF file, giving it a .PDF extension.

The file is now in PDF format under the newly designated name, and the original document remains in its original form under the original name.

Other Word Processing Programs

- Open the document to be converted.
- Select the **Print** option in the dialog box and select the option to change the selected printer. A drop down menu with a list of printer choices is displayed.
- Select your PDF Writer.
- “**Print**” the file. The file should not actually print out; instead the option to save the file in a PDF format appears.

- Name the file, giving the extension .PDF.
- Accept the option and the file is converted to a PDF document.
- Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to PDF Writer, and follow the directions above.

ECF Will Only Accept Documents That Do Not Exceed 2 MB

No PDF document filed via the ECF system shall exceed 2 MB in size. For estimation purposes, electronically converted PDF documents that are less than 200 pages usually do not exceed 2 MB. Scanned imaged plain text PDF documents that do not exceed 50 pages usually do not exceed 2 MB. This page limit recommendation may be much lower, however, for documents scanned at higher resolution, such as documents having color or detailed graphics, which are much larger in size.

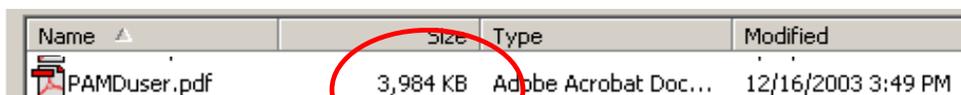
Note: If you have Adobe 6.0, you can significantly reduce the document size by using the PDF Optimizer tool.

Attachments and exhibits may be filed according to the following guidelines:

IF ATTACHMENT OR EXHIBIT IS	RECOMMENDED PAGE SEGMENTS
An electronically converted document exceeding 2 MB	Submitted in 100 page segments and filed using ECF
A scanned document over 2 MB	Submitted in 50 page segments and filed using ECF

The method a person can use to verify the size of a document depends on the word processing software you are using. For conversion purposes, note that 1000 KB = 1 MB.

In WordPerfect within the “Open File” directory, you can determine the size of a document by clicking on the view menu and selecting the details option (see *Figure 1*).



Name	Size	Type	Modified
PAMDuser.pdf	3,984 KB	Adobe Acrobat Doc...	12/16/2003 3:49 PM

Figure 1

In WordPerfect and MS Word or at the File Upload screen in ECF, you can highlight the document, right mouse click, click on properties, and the screen depicted in *Figure 2* appears.

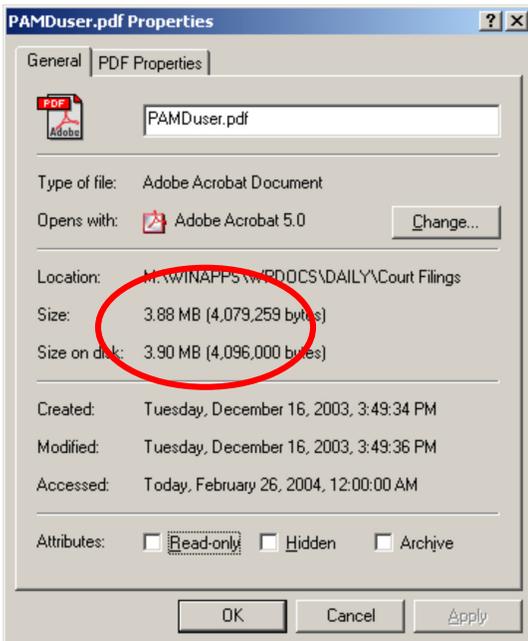


Figure 2

Note: The screen in *Figure 2* may show KB size as well.

In ECF System before attaching the document at the File Upload screen from WordPerfect, if you let the cursor hover over the document, a screen will pop up and tell you the size (see *Figure 3*).

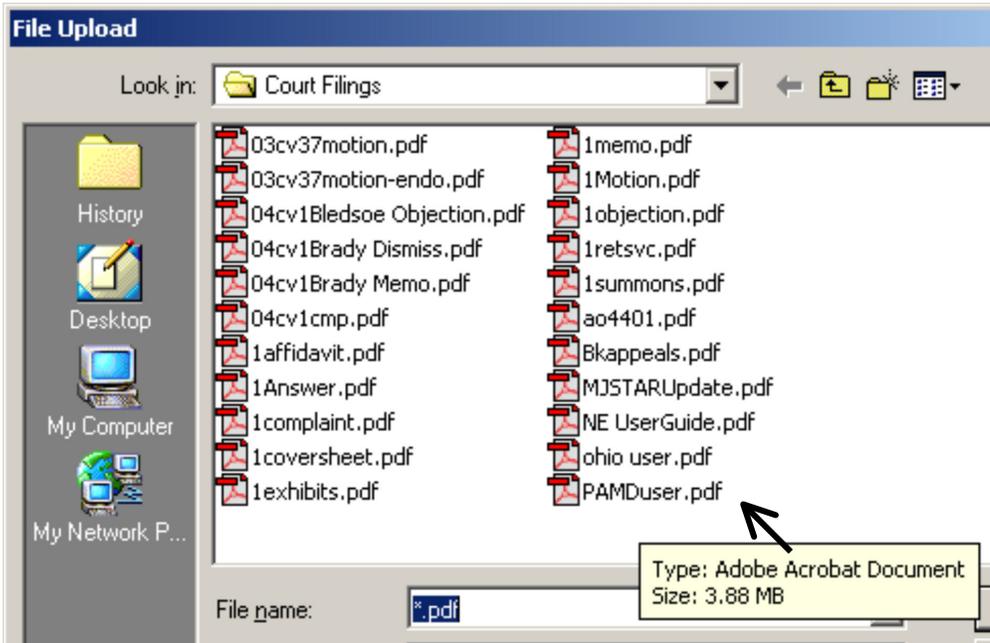


Figure 3

How to View a PDF Document

- Start the Adobe Acrobat program.
- Go to the **File** menu and choose **Open**.
- Click on the location and file name of the document to be viewed.
- If the designated location is correct, and the file is in PDF format, Adobe Acrobat loads the file and displays it on the screen.
- If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document.
- Click on the **View** menu for other options for viewing the displayed document.
- Choose the option that is most appropriate for the document.

Or, if the PDF is saved in your word processing program:

- Highlight the PDF document.
- Right click.
- Select option **Open with...**

- Select Adobe Acrobat.

Adobe 6.0 Use with CM/ECF

Adobe Acrobat 6.0 is compatible with CM/ECF with some changes to a few settings.

Use the table below to determine if it is necessary to upgrade your Adobe product.

If you are using...	Then upgrading is...
Adobe Acrobat 3.x or 4.x (full version)	recommended
Adobe Acrobat 5.x (full version)	not necessary
Acrobat Reader 5.x or lower (free version)	recommended

Because of the amount of changes made to Adobe Acrobat 6.0 there will be a learning curve in using the new software. The look and feel of the software has changed quite a bit. There are now two editions of Acrobat 6.0, standard and professional. The standard is a “light” version with some of the features removed that were once available in Acrobat 4.x and 5.x.

Tips for Installation

If you choose to upgrade, the following tips will help make the transition successful.

- Completely uninstall your previous version of Adobe Acrobat before installing Acrobat 6.0.
- If you use Netscape, after upgrading you may have to reconfigure Adobe 6.0 as the “helper application” for pdf files. Do this in Netscape by going to Edit...Preferences. In the Category column, click on Applications and edit the “Portable Document Format” type to be handled by the newly installed Adobe 6.0.

Compatibility with Older Versions

Adobe Acrobat 6.0 has changed considerably from the previous versions. **Because of these changes, settings within Acrobat must be changed for continued compatibility and readability for parties using Acrobat 4.x or 5.x.** Follow these steps to ensure the PDF’s created with 6.0 will be readable by those with older versions:

Change the compatibility settings when printing to PDF from your word processor.

- Open a document in your word processor.
- On the **File** menu, click **Print**.
- Select Adobe PDF as the printer, and then click on **Properties**.
- Next to **Default Settings**, click **Edit**.
- In the **Compatibility** list, click **Acrobat 4.0 (PDF 1.3)**.
- Click **OK**. Note: The **Save As** dialog box is displayed.
- Click **Save**.

-
- Click **OK**.

If you use the scanning option within Adobe Acrobat 6.0 you also must change settings to make scanned documents compatible with previous versions. Change the compatibility settings for scanned documents.

- On the **File** menu, point to **Create PDF**, and then click **From Scanner**.
- In the **Compatible with** list, click **Acrobat 4.0 and later**.
- Click **Scan** and proceed as normal.

Note: These settings will now be the default.

Scanner Tips

Only documents that cannot be electronically converted to PDF, such as contracts, medical records and photographs, may be converted to PDF format by using a scanner. The following are suggested scanner tips assembled by various courts:

- Use 200 dpi for scanning documents.
- Set image type to black and white bitmap, text (image only), or line art.
- Do not use OCR or Textbridge, these options scan the document for altering or word processing. For filing purposes, we need an image of the document which cannot be readily altered.
- Use black ink if possible. Blue ink and pencil do not scan well. If necessary, make a copy of the document before scanning it, and darken with the copy machine settings.
- Request depositions in electronic format such as CD or floppy disk and convert them to PDF using a word processor.
- Use Adobe Acrobat Writer software on the scanning computer to simplify the scanning process. Scan documents directly into Adobe by clicking **File... Import...** Scan on the menu bar.
- Check the size of a scanned document before uploading it to CM/ECF. The size limit is 2 MB per document. To check the file size, locate the file in Windows Explorer, right click on the file and choose Properties.
- Estimated number of pages in a 2 MB scanned document:
 - Plain text, correspondence, pleadings, etc. - 50 pages
 - Tables, charts, extensive graphics - 10-15 pages
 - Condensed transcripts - 10-12 pages



- If a scanned document is larger than 2 MB, use Adobe Acrobat Writer to extract pages from the document to a separate file. Or use pdfFactory to print the pages to two separate files. This prevents re-scanning the document.

BASICS

We suggest that you make use of the court's training materials posted on the website or attend a training session before trying to electronically file a document in ECF.

User Interactions

There are three general types of user interactions employed in ECF.

- Entering information in data fields;
- Using command buttons to direct system activities; and
- Clicking on hyperlinks.

Conventions Used in this Manual

- Data to be entered by the user is shown enclosed in angle brackets: **<data to be entered>**.
- Command buttons appear in **[bracketed boldface type]**.
- Hyperlinks are displayed in **underlined boldface type**.

How to Access the System

Users can get into the system via the Internet by going to the site located at: <https://ecf.nhd.uscourts.gov>. This URL connects you directly to the court's ECF screen shown below (see *Figure 4*). Click on the hyperlink to login.



Figure 4

Or, you may go to the District of New Hampshire's website at <http://www.nhd.uscourts.gov> and click on the CM/ECF hyperlink.

Logging In

You should have already received a login and password when you registered for electronic filing. If you have not been contacted by the clerk's office with a login and password, you are not yet officially registered in ECF. Please contact the ECF Help Desk for assistance.

The screen below is the Login screen (see *Figure 5*).

Note: Use your ECF login and password if you are entering the system to file a pleading or to maintain your account. If you only wish to enter ECF to query the database for case information or to view a document, enter your PACER login and password.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

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.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

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

Authentication

Login:

Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x and 4.7x. and Internet Explorer 5.5

Figure 5

Enter your ECF login and password in the appropriate data entry fields. All ECF login names and passwords are case sensitive. The client code is optional but is provided so that attorneys may track filings and PACER usage by client. You may

enter your client's name, law office file number or some distinctive code that will allow you to track transactions by client.

Verify that you have entered your ECF login and password correctly. If an error is made before you have submitted the screen, click on the **[Clear]** button to erase the login and password entries and re-enter the correct information. After you enter the correct login and password information, click on the **[Login]** button to transmit your user information to the ECF system.

If the ECF system does not recognize your login and password, it will display the following error message on a new screen:

Login failed either your login name or key is incorrect

Click on the **[Back]** button on your browser toolbar and re-enter your correct login and password.

The entry of a valid login and password combination prompts the system to display the Blue Main Menu Bar.

Select the ECF Feature on the Menu Bar

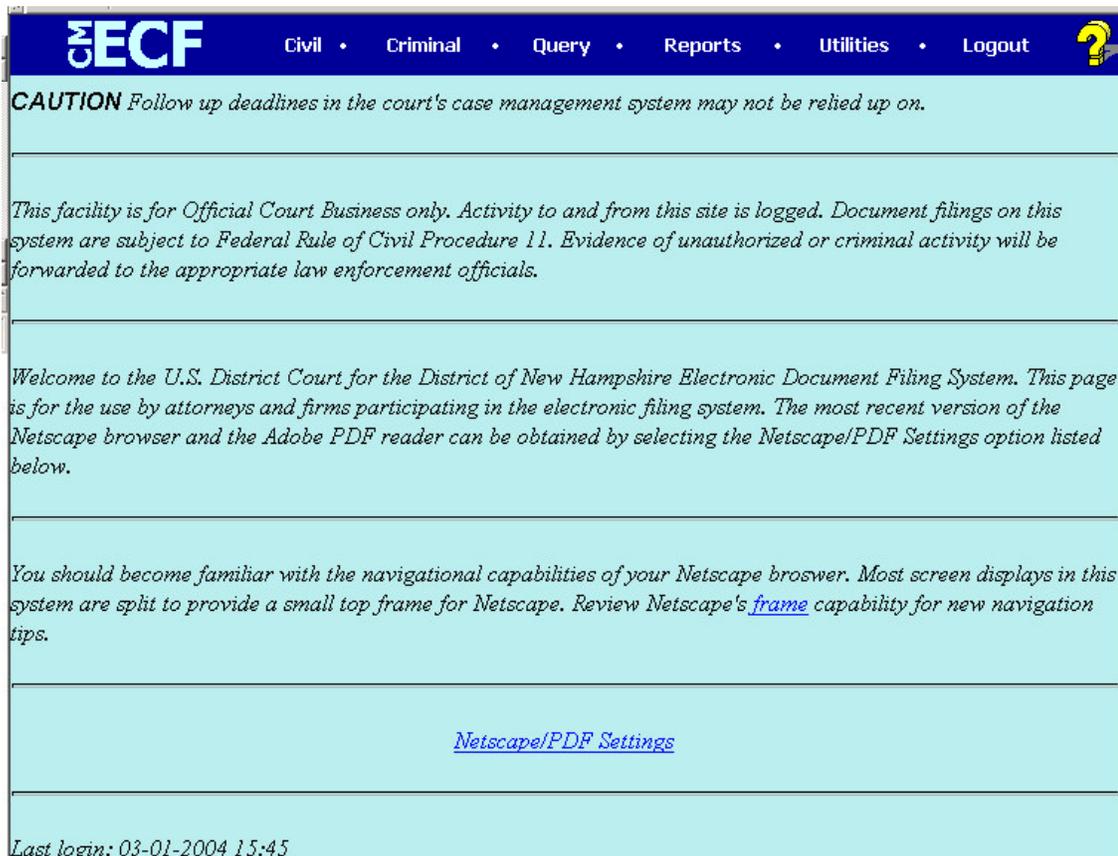


Figure 6 (Opening screen)

Note: The date *you last logged into the system* appears at the bottom left corner in *Figure 6*. You should review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please change your password and call the ECF Help Desk as soon as possible.



Figure 7 (Blue Main Menu Bar)

ECF provides the following features that are accessible from the Blue Main Menu Bar (see *Figure 7*) at the top of the opening screen.

Civil Select **Civil** to electronically file pleadings and other documents in civil or miscellaneous cases. Be sure to select case type “cv” for civil filings, “ds” for cases where New Hampshire is sitting by designation, and “mc” for miscellaneous filings.

Criminal Select **Criminal** to electronically file pleadings and other documents in criminal, magistrate, or petty offense cases. Be sure to select case type “cr” for criminal filing, “mj” for magistrate filings, and “po” for petty offense filings.

Query Select **Query** to obtain information by specific case number, party name or nature of suit. You must login to PACER before you can query ECF.

Reports Select **Reports** to retrieve docket sheets and cases filed reports. You must login to PACER before you can query ECF reports.

Utilities Select **Utilities** to maintain your account, view all the transactions ECF has processed with your login and password, view mailing information for a case, and/or verify a document.

Logout Select **Logout** to exit from ECF and prevent any further filing with your password until the next time you log in.

General Rules

Manipulating the Screens

Each screen has the following two buttons: and

The button clears all characters entered in the box(es) on that screen.

The or Submit button accepts the entry just made and displays the next entry screen, if any.

Correcting a Mistake



Figure 8

Use the **[Back]** button on the browser toolbar (see *Figure 8*) to go back and correct an entry made on a previous screen. You may use the **[Back]** button to correct data until you see the following “**Attention**” warning message:

“Attention!! Pressing the NEXT button on this screen commits this transaction.” Once you click on the **[Next]** button after seeing this message you will have no further opportunity to go back and correct any mistakes. Only the clerk’s office can make changes or corrections to documents once they are transmitted to the court.

Title of Docket Entries

An “event” in CM/ECF is anything that is filed in a case. All electronically filed documents shall be e-filed and titled in accordance with the approved dictionary of civil/criminal events available on ECF. The clerk’s office may, when necessary, modify the docket entry description to comply with the list of events. The event lists are attachments to this user manual.

STEP-BY-STEP GUIDE

This section of the user manual goes through the steps of: 1) Filing an Initial Pleading in a Civil or Miscellaneous Case; 2) Filing Pleadings in ECF; and 3) Filing an Answer in ECF. All of the screens are shown and described fully in the “Filing Pleadings in ECF” subsection, while the other subsections show only the screens related to that specific event.

At the end of this section, after “Filing an Answer in ECF,” are the following useful subsections on miscellaneous screens you will come across when filing in ECF: “Add/Create a New Party,” “Linking Documents,” “Objection & Cross Motion,” and “Pro Hac Vice Motions.”

Filing An Initial Pleading In a Civil or Miscellaneous Case

Civil or miscellaneous case opening documents, such as a complaint, petition, or notice of removal, together with a summons/waiver and civil cover sheet, may be filed electronically or conventionally. Note that the summons, waiver of service and civil cover sheet are available in a fillable PDF format on the “Frequently Used Forms” section of the court’s website.

A Filing User may file a civil or miscellaneous initial pleading in ECF if (1) the clerk’s office has a credit card authorization form on file, (2) they are simultaneously filing a motion to proceed inform a pauperis, or (3) no filing fee is required. *(Any document that requires a filing fee (e.g. Notice of Appeal, Request for Pro Hac Vice Admission or Tape Request) must also be paid by credit card if electronically filed through ECF).* If you do not have a credit card authorization form on file, then you must file your complaint conventionally with the appropriate filing fee.

After successfully logging into ECF, follow these steps to file a civil or miscellaneous initial pleading (e.g. complaint).

Select the Type of Document to File

Select **Civil** from the Blue Main Menu Bar (see *Figure 9*) at the top of the ECF screen to file a Civil or Miscellaneous Initial Pleading. This section of the user manual describes the process for filing a Civil Complaint in ECF.



Figure 9

The **Civil Events** window opens displaying all of the events from which you may choose to electronically file a pleading or document (see *Figure 10*).

Click on **New Case (Attorney Filing)** under the **Initial Pleadings and Service** event group.



Figure 10

A drop-down menu will appear, click on the down-arrow and select one of the five (5) initial pleading types listed (see Figure 11).

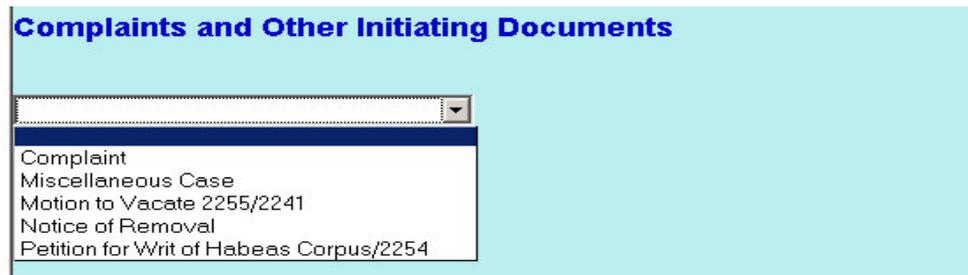


Figure 11

The case type “at” will be used for filing civil or miscellaneous initial pleadings. The system will remind you what case number to enter as the following screen shows (see Figure 12).



Figure 12

Enter the case number as 04at2004 for 2004 (the case number and prompt will be changed in 2005 to 05at2005, etc.). See Figure 13. These are fictitious case numbers that will allow the clerk’s office to receive an initial pleading electronically. ECF does not have case opening and case assignment modules for attorneys at this time.

Complaints and Other Initiating Documents

Case Number
04at2004 99-12345, 1:99-cv-12345, 1:99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 13

The system will then display a case verification screen (see *Figure 14*). After verifying that it is the correct case, click on the **[Next]** button.

Complaints and Other Initiating Documents

[1:04-at-02004-unk New Cases filed by Attorneys/2004](#)

Next Clear

Figure 14

The system will then display the notice in *Figure 15*:

Complaints and Other Initiating Documents

[1:04-at-02004-unk New Cases filed by Attorneys/2004](#)

IMPORTANT NOTICE: An attorney can file a complaint or other case initiating document electronically through CMECF ONLY if he/she satisfies at least one of the following requirements: (1) the attorney has filed a credit card authorization form with the Clerks Office, (2) the attorney simultaneously files a motion to proceed in forma pauperis, or (3) no filing fee is required. If appropriate, your credit card will be charged with the filing fee upon completion of this event.

If you DO NOT have a credit card authorization form or are filing in forma pauperis and continue with this event, the case will not be opened until the fee is received and/or the motion to proceed in forma pauperis is granted.

Next Clear

Figure 15

If you meet the criteria for electronically filing a civil/miscellaneous case, click on the **[Next]** button. If you do not meet the criteria, you can click on any of the items on the Blue Main Menu Bar to cancel this event.

You will then be prompted to attach your initial pleading in PDF format. The screens on the next few pages outline the process for doing this.

Select the PDF Document to be Filed

(explained further under section entitled "Filing Pleadings in ECF")

ECF next displays a field for locating and entering the PDF file of the document you are filing (see *Figure 16*).

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Each document that you intend to file **MUST** be in PDF format with a .pdf extension. Otherwise, ECF will not accept the document.

Complaints and Other Initiating Documents
[1:04-at-02004-unk New Cases filed by Attorneys/2004](#)

Add Complaint first, then the Civil Cover Sheet and Summons/Waiver, along with any other documents as separate attachments

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 16

Click on the **[Browse]** button.

The following will explain how you will first attach the complaint, and then how you will submit as separate attachments the civil cover sheet, summons or waiver of service.

Navigate to the appropriate directory and file name to select the PDF document you wish to file, in this example the complaint.

Highlight the file to upload to ECF (see *Figure 17*).

Note: In order to verify that you have selected the correct document, left mouse click on the document to highlight the file name, right click on the highlighted file name to open a **quick menu** and left click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. **You should view it to verify that is the correct document.**

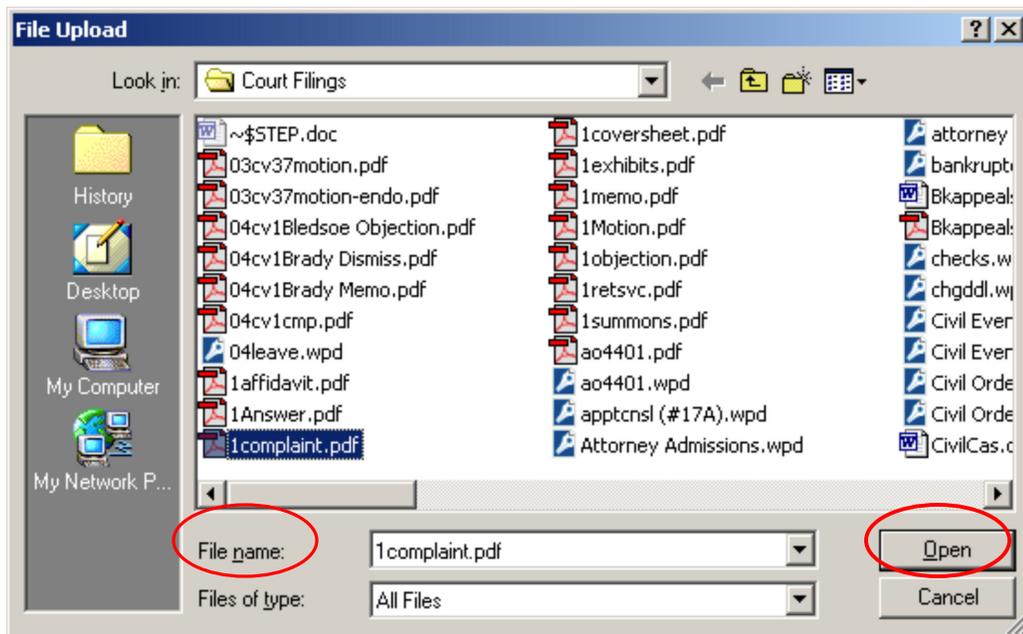


Figure 17

Note: After verifying it's the correct document and you have closed the PDF, ensure that the highlighted file name appears in the **File name** field as depicted in *Figure 17*.

If it's the correct document, close the PDF document and click on the **[Open]** button from the screen depicted above. ECF closes the File Upload screen and inserts the PDF file name in the Filename box next to the **[Browse]** button.

If you have other documents to file along with your initial pleading (e.g. civil cover sheet, summons or waiver of service, motion, etc.), you must click on the **[Yes]** radio button to the right of the "Attachments to Document" option (see *Figure 16*). For specific instructions on how to file attachments, see the section entitled "Adding Attachments and Exhibits."

After you have added your attachments to the complaint, you will be prompted to enter the case caption as shown in *Figure 18*.



Figure 18

Enter the case caption in the box (e.g. Smith v. Jones) and click on the **[Next]** button.

Submit Document for Filing

A new window appears with the complete text for the docket entry (see *Figure 19*).

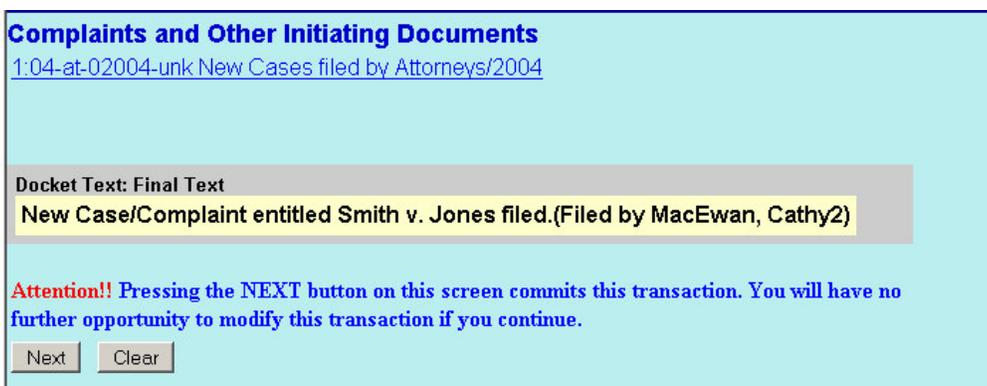


Figure 19

Review the docket text. If you need to modify data on a previous screen, click the **[Back]** button on the browser toolbar to find the screen you wish to modify. If the docket text is correct, click on the **[Next]** button to file the document.

Once the clerk's office receives your complaint, it will be assigned a case number and judge and opened in the ECF system by the clerk's office. You will be electronically noticed when the case is opened.

Summons/Waiver of Service

As noted previously, the Filing User must file a completed summons or waiver of service form in PDF format as an attachment to the complaint, amended complaint or third party complaint.

If a summons was submitted, the clerk's office will return to counsel a signed and sealed summons for service of process by mail and make a docket entry

“Summons/Waiver Issued.” Case opening complaints or petitions may not be served electronically and must be served in accordance with Fed. R. Civ. P. 4.

Filing Pleadings in ECF

For purposes of demonstrating the electronic filing process and the ECF screens, the following describes the process for filing a Civil Motion in ECF. The process is similar for filing other pleadings in ECF. After successfully logging into ECF, follow these steps to file a pleading.

Select the Case Type



Figure 20

Select **Civil** from the Blue Main Menu Bar at the top of the ECF screen (see *Figure 20*). The **Civil Events** window opens displaying all of the events from which you may choose for your filing (see *Figure 21*).

Select the Type of Document to File



Figure 21

Click on **Motions**, under **Motions and Related Filings** in *Figure 21* and the screen depicted in *Figure 22* appears.



Figure 22

The Motions screen appears and displays a motions selection field with a scroll bar next to it (see *Figure 22*). Scroll through the menu until you find the type of motion you wish to file. If the type of motion you are filing is not listed, you may select Miscellaneous Relief and text in the type of motion.

Note: To select more than one motion, press and hold down the **Ctrl** key and click on each of the desired multiple forms of relief.

For demonstration purposes, we will file a motion to dismiss. Highlight Dismiss and click on **[Next]** (see *Figure 23*).

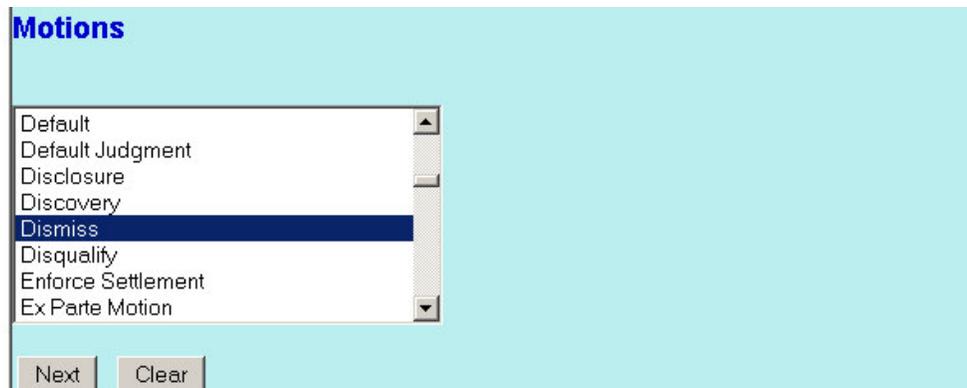


Figure 23

Enter the Case Number

A new Motions screen opens with a Case Number field (see *Figure 24*). Enter the number of the case for which you are filing a motion.

Motions

Case Number

04cv1 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 24

If the number is entered incorrectly, click the **[Clear]** button to re-enter the case number, then click the **[Next]** button.

The case number can be entered in different formats.

- a) If the entire case number is known it may be entered in the format <case year><case type><case number> (i.e. 04cv1) (see Figure 24) where:

Case Type =	cv-civil cases
	ds-designated cases
	mc-miscellaneous cases
	cr-criminal cases
	mj-magistrate cases
	po-petty offense cases

- b) Enter the <case year>-<case number> (i.e. 04-1) (see Figure 25). The system may identify more than one case with that number (see Figure 26). Select the appropriate case by clicking on the box next to the case number.

Motions

Case Number

04-1 99-12345, 1:99-cv-12345, 1-99-cv-12345, 99cv12345, or 1:99cv12345

Next Clear

Figure 25

Motions

There is more than one case that matches the number entered; select the appropriate case below.

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

1:04-mc-00001-SM - USA v. MacMurphy

Next Clear

Figure 26

If ECF indicates that you entered an invalid case number, click on the **[Back]** button to re-enter. When the case number is correct, click on the **[Next]** button.

Select the Defendant (in criminal cases only)

Very Important: If there is more than one defendant in the case, the system will display a Select Defendant screen (see *Figure 27*). Select the defendant for whom the document applies. The defendant for whom the document applies may not necessarily be the same as the filer of the document. For example, in a multi-defendant case, the government may file a motion for a psychiatric examination as to one of the defendants.



Figure 27

Click in the appropriate box(es) and then click on the **[Next]** button.

Select the Party(s) Filing the Document

Highlight the name of the party or parties filing the motion (see *Figure 28*). If you represent all defendants or all plaintiffs you may select the entire group by holding down the **Ctrl** key while pointing and clicking on each party.

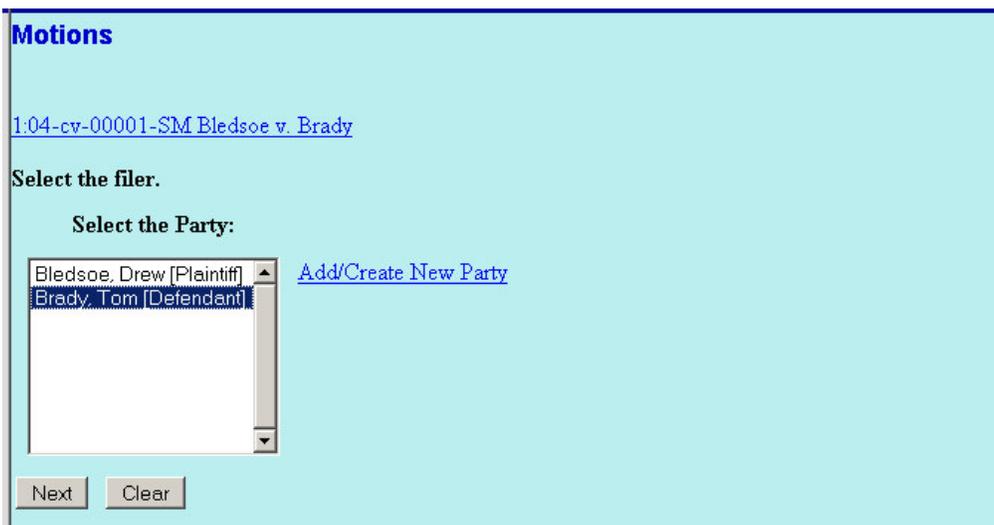


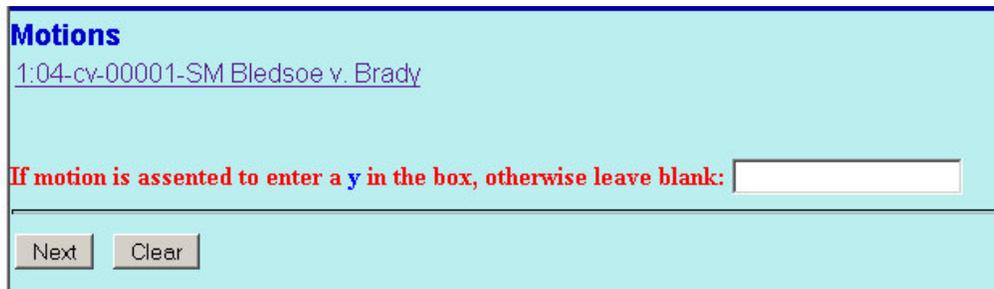
Figure 28

After highlighting the party(s) filing the motion, click on the **[Next]** button.

Note: If your party does not appear, see the section in this manual entitled “Add/Create New Party.”

Assented to Motion

The screen that next appears asks you if this is an assented to motion (see *Figure 29*). If it is, enter a “y” in the box; otherwise you would leave it blank. Then click on the **[Next]** button.



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

If motion is assented to enter a y in the box, otherwise leave blank:

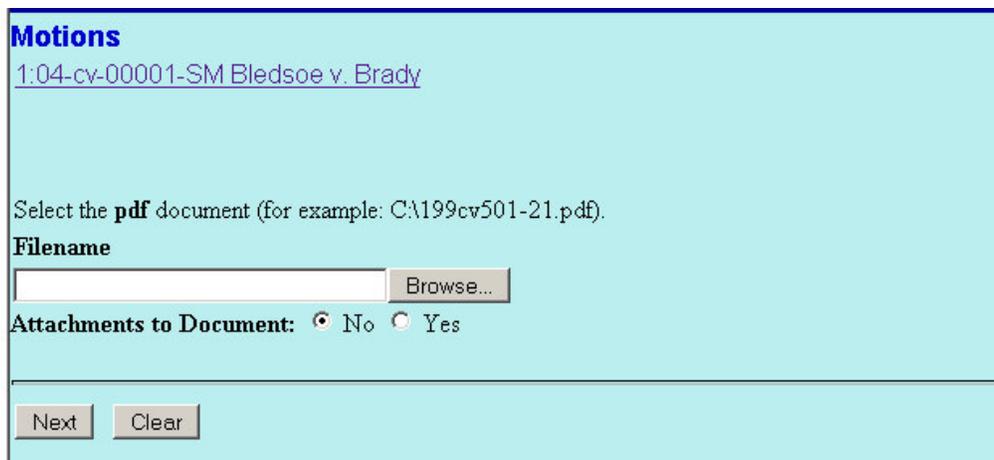
Next Clear

Figure 29

Select the PDF Document to be Filed

ECF next displays a field for locating and entering the PDF file of the document you are filing (see *Figure 30*).

Note: It is imperative that you attach an electronic copy of the actual pleading when prompted by the system. Each document that you intend to file **MUST** be in PDF format with a .pdf extension. Otherwise, ECF will not accept the document.



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

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename
 Browse...

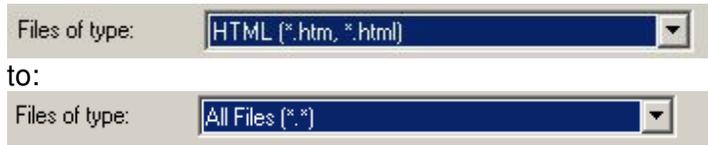
Attachments to Document: No Yes

Next Clear

Figure 30

Click on the **[Browse]** button.

If necessary, change the Files of **type** from:



or: Acrobat(*.pdf)

Navigate to the appropriate directory and file name to select the PDF document you wish to file.

Highlight the file to upload to ECF (see *Figure 31*).

Note: In order to verify that you have selected the correct document, left mouse click on the document to highlight the file name, right click on the highlighted file name to open a **quick menu** and left click on **[open]**. Adobe Acrobat or Acrobat Reader will launch and open the PDF document that you selected. **You should view it to verify that is the correct document.**

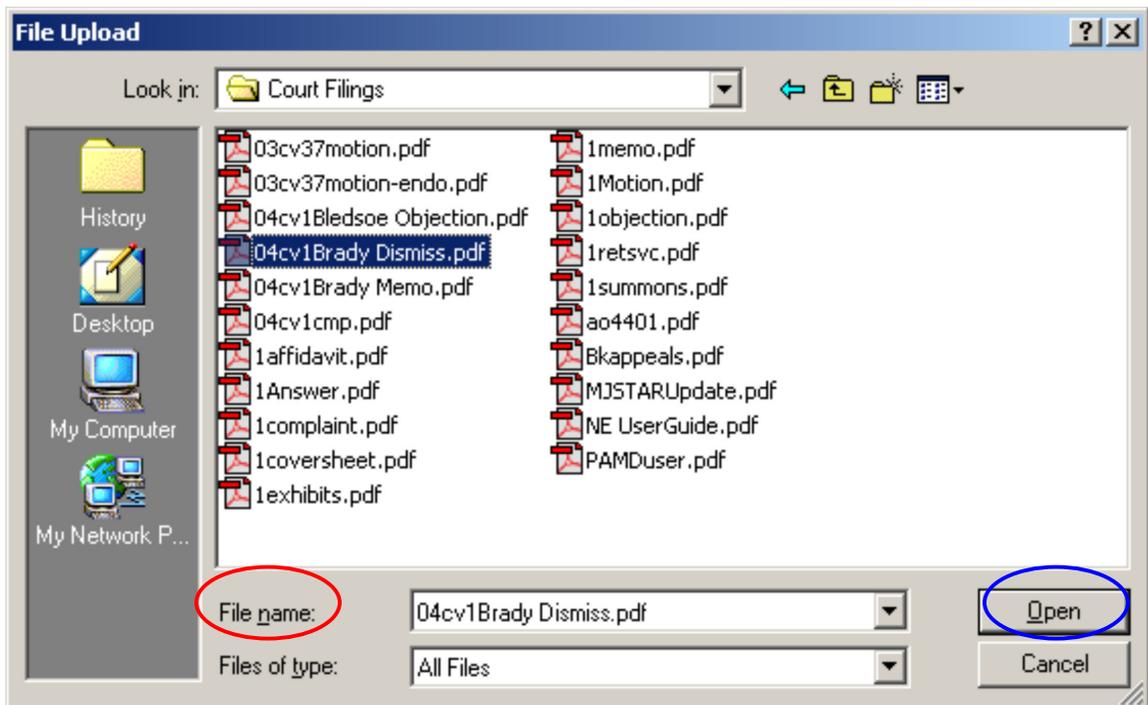
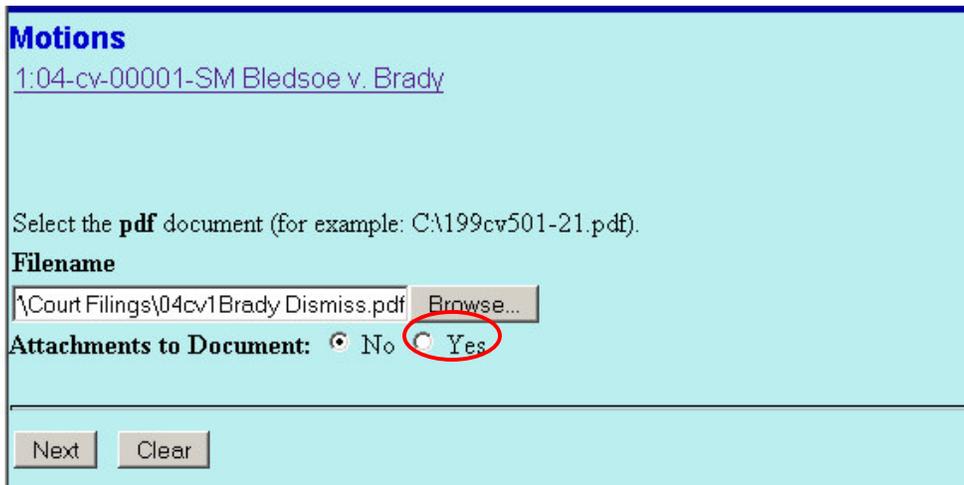


Figure 31

Note: After verifying it's the correct document and you have closed the PDF, ensure that the highlighted file name appears in the **File name** field as depicted in the figure above. The court suggests you choose a name for the document file that indicates the case number and document title.

If it's the correct document, close the PDF document and click on the **[Open]** button depicted in *Figure 31*. ECF closes the File Upload screen and inserts the PDF file name and location in the screen depicted below (see *Figure 32*).



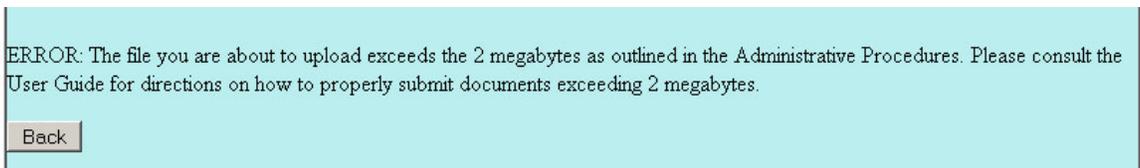
The screenshot shows a web interface titled "Motions" with a sub-header "1:04-cv-00001-SM Bledsoe v. Brady". Below this, there is a text prompt: "Select the pdf document (for example: C:\199cv501-21.pdf)". A "Filename" field contains the text "\\Court Filings\04cv1Brady Dismiss.pdf" and a "Browse..." button. Below the filename field, there is a radio button selection for "Attachments to Document:" with "No" selected and "Yes" circled in red. At the bottom of the form, there are "Next" and "Clear" buttons.

Figure 32

If there are no attachments to the motion, click on **[Next]**. If you have Attachments to your motion, you will select **[Yes]** in *Figure 32* and then click on **[Next]**. Refer to the section on the next page entitled "Adding Attachments and Exhibits."

Submitting Documents Exceeding 2 MB

ECF will not allow you to attach a document over the 2 MB size and will display the following error message if you do (see *Figure 33*). Click on the **[Back]** button and resubmit the document in reduced MB segments. For instructions on how to determine the size of a document, see the section entitled "ECF Will Only Accept Documents That Do Not Exceed 2 MB."



The screenshot shows an error message in a light blue box: "ERROR: The file you are about to upload exceeds the 2 megabytes as outlined in the Administrative Procedures. Please consult the User Guide for directions on how to properly submit documents exceeding 2 megabytes." Below the message is a "Back" button.

Figure 33

If the document exceeds 2 MB, it should be submitted in separate segments. Name the attachment segments as described under the section entitled "How to Add Attachments and Exhibits to Documents."

Failure to Select PDF Document

In the event you selected and highlighted a file that is not in PDF format, ECF will display the error message depicted in *Figure 34* after you click on the **[Next]** button.

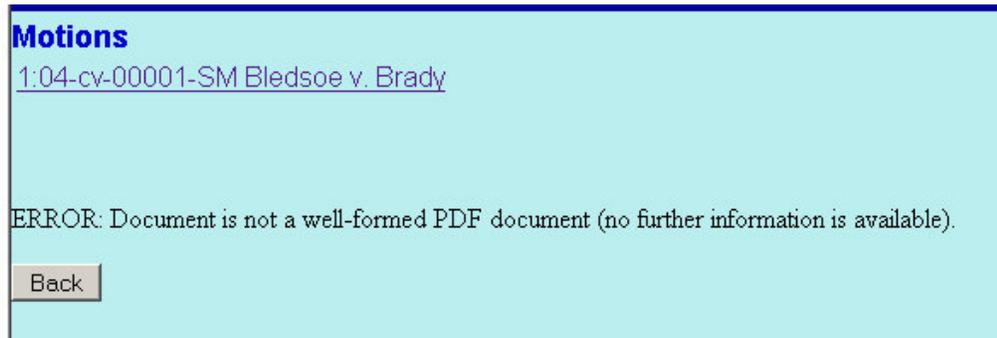


Figure 34

ECF will not permit you to select a file that is not in PDF format. Click on the **[Back]** button and ECF will return to the “**Browse**” screen so you can select and highlight the PDF file and proceed.

Failure to Select a Document to File

If you fail to select a document to file with your pleading, ECF will display the error message depicted below (see *Figure 35*).

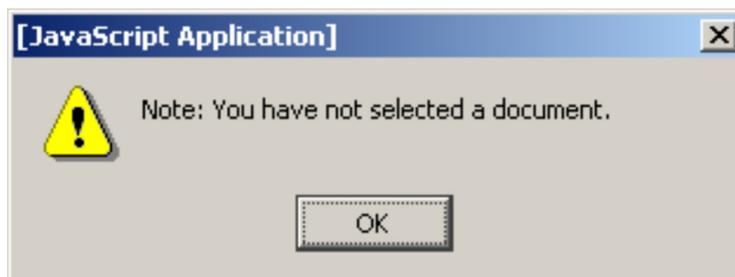


Figure 35

If you click **[OK]** from the screen depicted above ECF will return you to the “**Browse**” screen. You cannot proceed without attaching a PDF document.

Adding Attachments and Exhibits

Unless otherwise provided in the ECF Administrative Procedures, all documents referenced as an exhibit or attachment to a motion or other pleading (“main document”) shall be electronically filed in a converted or scanned PDF format. If a pleading that is the subject of a motion for leave to file is submitted as an attachment to the motion, the proposed pleading must also contain the “/s/ Typed Name” (i.e. Amended Complaint attached to the Motion to Amend).

Each referenced exhibit must be filed as a separate attachment and shall be individually numbered/lettered. Multiple exhibits may not be batched or combined into one PDF document and submitted as one attachment.

How to Add Attachments and Exhibits to Documents

For demonstration purposes, assume the filer is submitting a motion for summary judgment, an accompanying memorandum of law, and three exhibits including an affidavit that itself has two subexhibits and one exhibit (a video) that must be filed conventionally.

If you selected the **[Yes]** radio button to the right of the “Attachment to Documents” option (see *Figure 32*) when submitting the main document or pleading, a new screen appears (see *Figure 36*).

The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. The main content area has a light blue background and contains the following instructions and form elements:

- Select one or more attachments.**
- 1) Enter the pdf document that contains attachment (for example: C:\appendix.pdf).
- Filename**
A text input field with a "Browse..." button to its right.
- 2) At your option, select a document type and/or enter a description.
- Type** and **Description**
A dropdown menu for "Type" and a text input field for "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.
- A list box (empty) with "Add to List" and "Remove from List" buttons positioned above it.
- A "Next" button at the bottom.

Figure 36

This screen is used to attach all of the remaining documents. Pursuant to AP 2.3(e), your first attachment should be the memorandum of law in support of the motion for summary judgment. After attaching the memorandum of law at the browse screen as shown in *Figure 37*, you would select “Memorandum of Law” from the “Type” drop down menu and would enter nothing in the “Description” field unless needed to better describe the memorandum of law. After completing the “Type” and “Description” if necessary, you would click on “Add to List” to complete the attachment of the Memorandum of Law.

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
Appendix	
Attachment to Exhibit	
Civil Cover Sheet	
Exhibit	
Exhibit (Affidavit)	
Memorandum of Law	
Proposed Order	
Summons/Waiver	

Next

Figure 37

Next you would need to attach the three exhibits, including the affidavit that itself has two exhibits. In our example, Exhibit 1 is a contract, Exhibit 2 is the affidavit having two exhibits (which are both letters addressed to the affiant), and Exhibit 3 is a video that must be filed conventionally.

After attaching the contract at the browse screen as shown in *Figure 37*, you would select “Exhibit” from the “Type” drop down menu and would enter the number “1” in the “Description” field (while not recommended and unnecessary, you could also further describe the exhibit in the description field as follows: “1—Contract”). Once completed, click on “Add to List.”

Next you would attach the affidavit and its two subexhibits. After attaching the affidavit at the browse screen as shown in *Figure 37*, you would select “Exhibit (Affidavit)” from the “Type” drop down menu and would enter the number “2-Affidavit of Ted Johnson” in the “Description” field. Once completed, click on “Add to List.”

Now you would attach the two subexhibits (two letters) to the affidavit. After attaching the first letter at the browse screen as shown in *Figure 37*, you would select “Attachment to Exhibit” from the “Type” drop down menu and would enter the number “2-A” in the “Description” field. Once completed, click on “Add to List.”

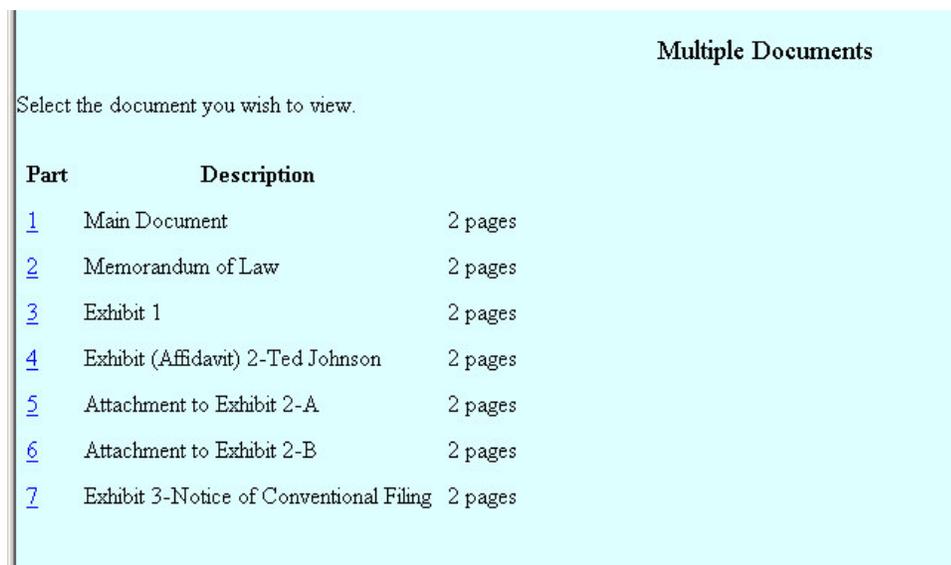
Next you would attach the second subexhibit (i.e. second letter) to the affidavit. You would attach in the same manner as used for the first letter, except after selecting “Attachment to Exhibit” from the “Type” drop down menu, you would enter the number “2-B” in the “Description” field. Once completed, click on “Add to List.”

Finally you would attach the third exhibit, which is a video that must be filed conventionally. After attaching the “Notice of Conventional Filing” at the

browse screen as shown in *Figure 37*, you would select “Exhibit” from the “Type” drop down menu and would enter the number “3-Notice of Conventional Filing” in the “Description” field. Once completed, click on “Add to List.”

After adding all of the desired PDF documents as attachments, click on **[Next]** and continue with your event.

After the pleading is electronically filed, persons attempting to access the pleading will see the screen below. Note that by entering exhibits using the suggested method, ECF creates a usable and understandable table of contents for users.



The screenshot shows a light blue background with the title "Multiple Documents" in the top right. Below the title is the instruction "Select the document you wish to view." followed by a table with two columns: "Part" and "Description". The table lists seven items, each with a blue underlined number in the "Part" column and a description in the "Description" column, including the page count for each.

Part	Description	
1	Main Document	2 pages
2	Memorandum of Law	2 pages
3	Exhibit 1	2 pages
4	Exhibit (Affidavit) 2-Ted Johnson	2 pages
5	Attachment to Exhibit 2-A	2 pages
6	Attachment to Exhibit 2-B	2 pages
7	Exhibit 3-Notice of Conventional Filing	2 pages

Note: If your attachment doesn’t match one of the selections, do not highlight a type and enter the descriptive information in the description box.

Follow up Deadline

After selecting your PDF document, the follow up deadline screen appears (see *Figure 38*) unless it is an assented to motion where you put a “y” in the appropriate box on a previous screen (see *Figure 29*).

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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
 03/16/2004

Figure 38

You cannot change the follow up deadline. As stated on the screen: ***The follow up deadline is for Court Use Only and should not be relied upon as an accurate computation of the response date.***

Click on the **[Next]** button.

Modify Docket Text

The following screen determines the text that will appear on the docket sheet (see *Figure 39*).

Click on the button shown here to open a modifier drop-down list. You may select one of the words in the drop-down list or leave the field blank.

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Docket Text: Modify as Appropriate.

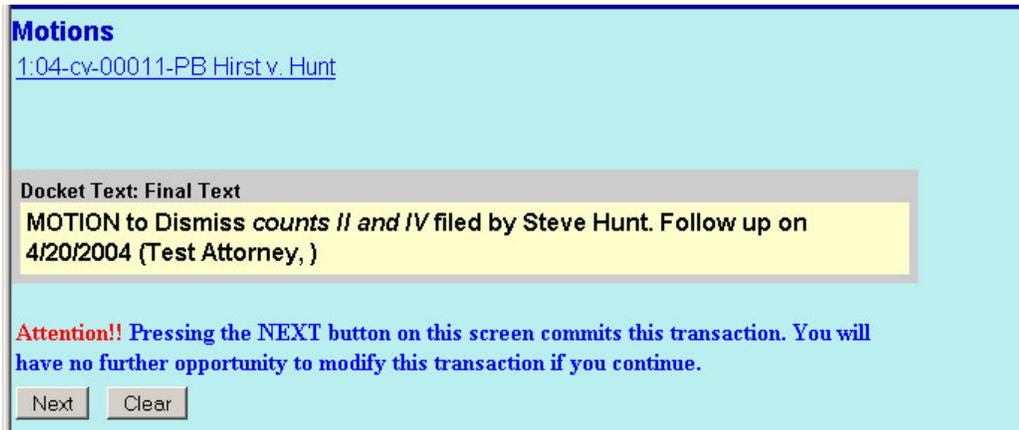
counts II and IV filed by Steve Hunt .
 Follow up on 4/20/2004 (Test Attorney,)

Figure 39

Click in the open text box to type additional text for the description of the document or leave the field blank (i.e. add for a motion to dismiss “counts II and IV”).

Submit Document for Filing

After entering any additional docket text above, click on the **[Next]** button. A new window appears with the complete text for the docket entry (see *Figure 40*).



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1:04-cv-00011-PB Hirst v. Hunt

Docket Text: Final Text
MOTION to Dismiss *counts II and IV* filed by Steve Hunt. Follow up on 4/20/2004 (Test Attorney,)

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

Next Clear

Figure 40

You will see that the text you entered “counts II and IV” is italicized. Review the docket text. If you need to modify data, click the **[Back]** button on the browser toolbar to find the screen you wish to modify.

If the docket text on the above screen is correct, click on the **[Next]** button to file the document.

Note: The screen depicted in *Figure 40* contains the following warning:

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

At any time prior to this step, you can abort the ECF filing or return to previous screens by: (a) clicking on any hyperlink on the Blue Main Menu Bar to abort the current transaction, or (b) clicking on the Web Browser **[Back]** button until you return to the desired screen.

Notice of Electronic Filing

After a document is electronically filed, ECF will electronically transmit the Notice of Electronic Filing (NEF) to the Filing User and users of record who have registered as ECF Filing Users. The NEF displays the names and addresses of individuals who will and will not be electronically notified of the filing (see *Figure 41*).

The screen depicted below provides confirmation that ECF has registered your transaction and the document is now an official court record. It also displays the date and time of your transaction and the number that was assigned to your document.

U.S. District Court
District of New Hampshire

Notice of Electronic Filing

The following transaction was received from MacEwan, Cathy2 entered on 2/25/2004 at 8:54 AM EST and filed on 2/25/2004

Case Name: Bledsoe v. Brady
Case Number: [1:04-cv-1](#)
Filer: Tom Brady
Document Number: [4](#)

Docket Text:
MOTION to Dismiss filed by Tom Brady. Follow up on 3/16/2004 (Attachments: # (1) Memorandum of Law, # (2) Exhibit 1)(MacEwan, Cathy2)

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

Document description:Main Document
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1045603718 [Date=2/25/2004] [FileNumber=66038-0]
[631a63b5744a019e2b1e9ce8f7d584a80af656b4d0cc6eedafa233f4ca7d32489c044
42bfcfa990bf64325750aa9bdf6839a726657f584a4a3ec29345ff9f1]]

Document description:Memorandum of Law,
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1045603718 [Date=2/25/2004] [FileNumber=66038-1]
[9308ab0f888c754f22665719bf4568b5a1312bb64e589e628e7c20cc119b273fbb870
dfd9e70da61c1f5ea7f03bea023f0e6df78845cc5b855b212662717cc6a]]

Document description:Exhibit 1
Original filename:n/a
Electronic document Stamp:
[STAMP dcecfStamp_ID=1045603718 [Date=2/25/2004] [FileNumber=66038-2]
[6f5d0d8be79264d25a0d98e1248abaae32c73e81051f6550527c95494dc2bef59f08a
e29bd1b941865b7a9860583c1f840c5e5375fb4ac28d8bb7da861122f16]]

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

Larry P. Beetle cathy_macewan@nhd.uscourts.gov,

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

Lucie M. Sweet

Figure 41

As the NEF represents your electronic file stamp, you may want to copy it to a file on your computer hard-drive or retain a hard copy in your personal files.

- Click **[Print]** on the browser toolbar to print the document receipt.

-
- Click **[File]** on the browser menu bar, and choose **Save As...** from the drop-down window to save the receipt to a file on the hard drive of your computer.

Individuals who receive electronic notification of the filing, including the filer, are permitted one “free look” at the document by clicking on the associated hyperlinked document number embedded in the NEF. At this point you can copy the document to your hard-drive for future access or print the document for your pleading book. Filing users in other courts have reported that they do not receive “free looks” for all attachments. Subsequent retrieval of the case docket sheet or documents from ECF must be made through your PACER account and is subject to regular PACER fees.

In a criminal case, only attorneys of record can receive documents via the NEF. Individuals who receive electronic notification of a filing in a criminal case are permitted one “free look” at the document by clicking on the associated hyperlinked document number embedded in the NEF. Clicking on the link will prompt the user to enter first their ECF login and password, then their PACER login and password, to confirm their status as attorney of record. Once this authentication has been completed, the document will be displayed.

Mail Paper Copies of Pleading to any Non-Registered Party

The Notice of Electronic Filing (NEF) also displays the names and addresses of individuals who will not be electronically notified of the filing. It is the filer’s responsibility to serve hard copies of the pleading to attorneys and pro se litigants who are not yet registered for electronic notification.

Filing an Answer in ECF

In addition to the screens depicted in the previous section “Filing Documents in ECF,” this section will show you the additional screens that appear when filing an Answer in ECF.

Click on **Answers to Complaints** in the **Initial Pleadings and Service** section for an answer to any complaint except an answer to a **Notice of Removal** or a **Designated Case**, which are under **Other Answers**.

The system will display the **Case Number** screen for you to enter the case number. Enter the correct case number and then click the **[Next]** button.

The system will next display the **Select the Party** screen (see *Figure 42*). Highlight the party who is filing the answer, then click the **[Next]** button.

Answers to Complaints

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Select the filer.

Select the Party:

Bledsoe, Drew [Plaintiff] [Add/Create New Party](#)
 Brady, Tom [Defendant]

Next Clear

Figure 42

Attorney/Party Association

If you have not previously filed an appearance in this case, the system will display the **Attorney/Party Association** screen (see *Figure 43*).

Answers to Complaints

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

Brady, Tom(pty: dft) represented by Test Attorney, (aty)

Next Clear

Figure 43

In this case Tom Brady is represented by Test Attorney. By clicking in the check box next to the party's name an association between the party and attorney will be created in the system. After making the association, click on the **[Next]** button.

The system will then display the **Complaint selection** screen (see *Figure 44*).

Answers to Complaints

[1:04-cv-00001-SM Bledsoe v. Brady](#)

Include	Date	#	Docket Text
<input type="checkbox"/>	01/09/2004	1	COMPLAINT against Tom Brady with Jury Demand (Filing fee \$ 150 receipt number 48798) filed by Drew Bledsoe. (Lynch, Daniel)

Next Clear

Figure 44

This screen lists all complaints and claims. On this screen you tell the system which complaint this answer is in response to. To link this answer to the complaint, click the check box next to the complaint, then click the **[Next]** button.

As shown in the previous section, the system will then display the **Select the PDF Document** screen for you to associate your PDF document. After verifying it's the correct document and attaching it to the event, click on **[Next]** and continue with your event.

Answers with Additional Claims

The system will display a screen (see *Figure 45*) which serves two purposes. First, it lets you indicate if the answer includes a counterclaim, cross-claim, or third party complaint. Second, it tells you what jury demand values are, and for you to change the value on the next screen, if appropriate.

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

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

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

Current Jury Demand value is highlighted on a subsequent screen.
If the highlighted value is correct, do NOT change it.

+ If ONLY PLAINTIFF has demanded jury, value should be **p (Plaintiff)**

+ If ONLY DEFENDANT has demanded jury, value should be **d (Defendant)**

+ If BOTH sides have demanded jury, value should be **b (Both)**

Next Clear

Figure 45

If the answer contains or includes a counterclaim, cross-claim, or third party complaint, click in the check box next to that type of document. The system will then display a screen for you to select the party(s) in the case against whom this claim is being filed. If necessary, you can add a party to the case on that screen.

If the answer does not contain or include any of these types of documents, leave the check boxes unchecked.

If the answer contains a demand for a jury trial, you will be able to enter the correct code on the next screen. On this screen, click the **[Next]** button.

For this demonstration, we will include a **counterclaim** with this answer. So we click in the counterclaim check box and the system displays a screen for you to select whom the counterclaim is against (see *Figure 46*).

Answers to Complaints
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Counter Party Complaint

Select from the following list the party(s) **against** whom you are filing this Counterclaim .

Select the Party: OR **Select a Group:**

[Add/Create New Party](#)

Bledsoe, Drew [Plaintiff] No Group
 Brady, Tom [Defendant] All Defendants
 All Plaintiffs
 All Parties

Next Clear

Figure 46

The counterclaim is against the plaintiff, so we click on the plaintiff's name and click the **[Next]** button.

Jury Demand

The system will then display the **Update Jury Demand** screen (see *Figure 47*), for you to change the jury demand value, if appropriate.

Answers to Complaints
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Update Jury Demand

Jury Demand p (Plaintiff) ▼

Next Clear

Figure 47

If the displayed **Jury Demand** value is not correct, click on the down arrow next to the field and select the correct value (see *Figure 45* for further explanation of the jury demand values). If it is already the correct value, do not change. Click on the **[Next]** button.

The system will display **Jury Demand box** screen (see *Figure 48*).

Figure 48

If the answer includes a jury demand, type **jury demand** in the box. The system will put what you type into the docket text. Click on the **[Next]** button.

The system will display the **Modify Docket Text** and then the **Submit Document for Filing** screens as shown in the previous section.

Add/Create a New Party

Any time you attempt to file a document in ECF, a screen will appear asking you to select the party (i.e. your client) filing the document (see *Figure 49*).

Figure 49

In rare cases you may need to add a party to the ECF system. If the party you represent is not listed in the “Select a Party” screen, click on **Add/Create New Party**. The screen depicted in *Figure 50* will appear.

Figure 50

Before adding any party, you must search for the party name to see if your party is already in the ECF system. Type the first few letters of the party's last name or the first few letters of the company name in the box in *Figure 50*. Click **[Search]**.

If a match is found, ECF will display a list of party names. If the name of the party you represent appears in the list, click on it and then click **[Select name from list]**. If a match is not found, or your party does not appear in the list, click **[Create new party]**.

ECF will display the **Party Information** screen (see *Figure 51*).

The screenshot shows the 'Party Information' form in the ECF system. The form is titled 'Party Information' and has a blue header with the ECF logo and navigation links: Civil, Criminal, Query, Reports, Utilities, Logout. The form fields include: Last name (Doe), First name (John), Middle name (A), Generation, Title, Role (Defendant (dft:pty)), Pro se (no), Prisoner Id, Office, Unit, Address 1, Address 2, Address 3, City, State, Zip, County, Country, Phone, Fax, E-mail, Party text, and Start date (2/26/2004). At the bottom are buttons for Submit, Cancel, and Clear.

Figure 51

When entering party information, please note the following:

- **Company:** Enter the entire company name in the **Last Name** field.
- **Individual:** Fill out the **Last Name, First Name, Middle Name** and **Generation** (i.e. Jr., Sr., III) fields as appropriate.
- Parties should be entered in the manner in which they are captioned on the document being filed.
- **County or City:** Enter in the **Last Name** field the COUNTY or CITY first (i.e. Concord, City of or Merrimack County, etc.).
- **State:** Use the two letter abbreviation (i.e., NH Attorney General, MA Department of Motor Vehicles, etc.).
- **Federal:** Use **US** and full name of agency (i.e. US Internal Revenue Service, US Small Business Administration, etc.).

After the party information is correctly entered, choose the appropriate **Role** from the drop down list. (**Note:** The Role field comes up with the default of Defendant). Leave all other fields blank. Click **[Submit]**.

Linking Documents

Some pleadings such as an Addendum, Memorandum, or various other documents should be “linked” to their related documents in the case. When filing these documents you will be presented with a screen similar to the one depicted in *Figure 52* (in this example we are using the one connected to a motion to withdraw):

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Check *Refer to existing event(s)* box to select document to be withdrawn.

Refer to existing event(s)?

Filed to

Documents to

Next Clear

Figure 52

To link the document you are currently filing to a previously filed document, check the box in front of “**Refer to existing event(s)?**” and click **[Next]**. If you know the date the document was filed you can fill in the “**Filed**” boxes, or if you know the document number you can fill in the “**Documents**” boxes to narrow your search.

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

- 01/09/2004 [1](#) COMPLAINT against Tom Brady with Jury Demand (Filing fee \$ 150 receipt number 48798) filed by Drew Bledsoe.(Lynch, Daniel)
- 02/24/2004 [2](#) MOTION to Dismiss filed by Tom Brady. Follow up on 3/15/2004 (Attachments: # (1) Memorandum of Law,)(Lynch, Daniel)
- 02/24/2004 [3](#) OBJECTION to [\[2\]](#) MOTION to Dismiss *re Statute of Limitations* filed by Drew Bledsoe. (Attachments: # (1) Memorandum of Law,)(Lynch, Daniel)
- 02/25/2004 [4](#) MOTION to Dismiss filed by Tom Brady. Follow up on 3/16/2004 (Attachments: # (1) Memorandum of Law; # (2) Exhibit 1)(MacEwan, Cathy2)

Next Clear

Figure 53

You are now presented with a list of documents to link to (see *Figure 53*). Click in the box next to the document to be linked and a checkmark will appear (in this instance we want to withdraw the second motion to dismiss). After selecting the appropriate document, click the **[Next]** button. This appropriately links the documents.

Objection & Cross Motion

You cannot combine a motion and an objection in one event (i.e. objection to motion for summary judgment and cross motion for summary judgment). They need to be added to ECF separately.

Normally you should always include the memorandum of law and supporting documentation attached to the main pleading (e.g. motion or objection). The **only** time you can file the memorandum of law and supporting documentation as a separate document is when the memo and attachment relate to both an objection and motion.

After the objection and cross-motion are filed, file the memo and attachments by using the event **Memorandum to Motion and/or Objection** under the heading **Objections, Responses and Replies** and link to **both** the objection and cross-motion. The memorandum will be the main document.

Pro Hac Vice Motions

Motions to appear pro hac vice should only be filed through ECF if the attorney has a credit card authorization form on file. Prior to attaching the PDF document, the notice depicted in *Figure 54* will appear.

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IMPORTANT NOTICE: An attorney can file a motion to appear pro hac vice electronically through CMECF ONLY if they have a credit card authorization form on file with the Clerks Office. Your credit card will be charged with the filing fee upon completion of this event.

If you DO NOT have a credit card authorization form and continue with this event, the motion will not be ruled upon until the fee is paid.

Select the **pdf** document (for example: CA199cv501-21.pdf).

Filename

Attachments to Document: No Yes

Figure 54

You will then be asked to enter attorney(s) appearing PHV. When you enter the attorney(s) name(s) it is for docket text purposes only. The attorney(s) will be added to the case by the court when the motion is granted and an ECF Registration Form is received.

The pro hac vice attorney will need to submit an ECF Registration Form in order to file in ECF, unless they are already registered. If the PHV attorney is already registered, they cannot file any documents in the instant case until the motion is granted.

SPECIAL FILING REQUIREMENTS AND EXCEPTIONS

Signatures

Attorneys. The Filing User's login and password required to submit documents to the ECF system shall serve as that user's signature for purposes of Fed.R.Civ.P.11 and for all other purposes under the Federal Rules of Civil Procedure and the Local Rules of this court. All electronically filed documents must include a signature block and must set forth the attorney's name, address, telephone number, bar registration number and e-mail address. The name of the ECF user under whose login and password the document is submitted must be preceded by a "/s/ Typed Name" and typed in the space where the signature would otherwise appear. The Filing User's bar number shall immediately follow the attorney's typed name in the signature section.

Multiple Signatures. The filer of any document requiring more than one signature (e.g. pleadings filed by visiting lawyers, stipulations, joint status reports) must list thereon all the names of other signatories by means of a "/s/ Typed Name" block for each. By submitting such a document, the filing attorney certifies that each of the other signatories has expressly agreed to the form and substance of the document and that the filing attorney has their actual authority to submit the document electronically. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures must file an objection to the document within ten (10) days of the date on the Notice of Electronic Filing (NEF).

Affidavits/Other Non-Filing User Signatures. All affidavits and non-Filing User signature documents, including the signature of a notary or other jurat, shall be filed in an electronically converted PDF format and shall contain a "/s/ Typed Name" block indicating that the paper document bears an original signature. Preexisting documents shall be filed in a scanned PDF format.

Retention Requirement. **Documents that are electronically filed and contain original signatures other than that of the Filing User, as well as consents to file under ECF Administrative Procedure 2.7(b)(2), shall be maintained in paper form by the Filing User until three (3) years after the date of filing or until the conclusion of all appeals in the case, whichever date is later. Upon request of the court or any party, a Filing User must make the original executed documents available for inspection.**

Attachments and Non-Trial Exhibits

As stated previously, Filing Users may submit a scanned image PDF document only if the document cannot be electronically converted by PDF. As pleadings should always be electronically converted from the word processing original, typically the only documents that might be scanned in a case would be attachments or exhibits to a motion or other pleading.

Unless otherwise provided herein, all documents referenced as exhibits or attachments to a motion or other pleading (“main document”) shall be electronically filed in a converted or scanned PDF format.

Each exhibit or attachment to the main document shall be filed as a separate attachment to the main document and shall be individually numbered/lettered. If attachments include more than one exhibit, the Filing User need not submit a separate table of contents or index as otherwise required by LR 5.1(a)(2) as the documents will be separately hyperlinked and indexed in the ECF system.

A Filing User may submit as attachments and non-trial exhibits only those excerpts of the referenced documents that are directly germane to the matter under consideration by the court. Excerpted material must be clearly and prominently identified as such. Filing Users must promptly provide excerpted documents in full to any party making such a request. Responding parties may timely file additional excerpts, or the complete document, if they believe these additional submissions are directly germane. The court may require the parties to file additional excerpts or the complete document.

You may be entitled to file some attachments and non-trial exhibits on paper. For example, attachments and non-trial exhibits that cannot reasonably be filed in an electronically converted or scanned PDF format, such as bulky attachments, physical exhibits, demonstrative evidence, and video or audiotapes, may be conventionally filed. Additionally, until June 1, 2005, Filing Users who do not have access to a scanner may file attachments or exhibits conventionally. Please note, however, that the court will provide a public scanner for your use should you want to scan and submit your documents electronically through ECF.

If the filer does submit attachments on paper, the Filing User shall electronically file a Notice of Conventional Filing on a form prescribed by the clerk’s office in the place where the attachment or exhibit would have been submitted electronically as an attachment to the main document. The main document shall be deemed filed upon the issuance of the Notice of Electronic Filing (NEF), provided that the conventionally submitted matters are filed and served within 48 hours. If an attachment or exhibit is conventionally filed, the document will be maintained and available for inspection in paper format in the clerk’s office and will not be added to the court’s electronic docket. The Notice of Conventional Filing Form is available in a fillable PDF format on the “Frequently Used Forms” section of the court’s website and a sample is attached to this user manual.

Depositions

Deposition transcripts shall be filed as an electronically converted PDF from the word processing original or ASCII disk unless the Filing User has only a paper copy of the document, in which case a scanned PDF may be filed.

Deadlines

Filing documents electronically does not in any way alter any filing deadlines. All electronic transmissions of documents must be completed prior to midnight local time in order to be considered timely filed that day. Where a specific time of day deadline is set by court order or stipulation, the electronic filing must be completed by that time.

Regarding court orders: Counsel are cautioned not to rely on deadlines within a docket entry but should refer to the underlying order to determine the appropriate deadline date.

Counsel should not rely on any “Reply” or “Follow Up” Deadlines noted on the court’s docket as this is for Court Use Only and should not be relied upon as an accurate computation of the response date.

Proposed Orders, Court Orders and Judgments

Proposed orders shall be submitted in a converted PDF format, not a scanned PDF format, and shall be clearly captioned as a “Proposed Order.” All proposed orders must be either attached as a separate attachment to a motion or stipulation, or contained within the body of a stipulation. A proposed order may not be submitted as a separate docket entry in ECF unless so ordered by the court.

A judge, or court clerks if appropriate, may issue orders by a text-only entry upon the docket. In such cases, no PDF document will issue; the text-only entry shall constitute the court’s only order on the matter and the parties will receive a system generated NEF.

Redaction of Personal Identifiers

To address the privacy concerns created by Internet access to court documents, unless otherwise ordered by the court, LR 8.1 requires the filing attorney to refrain from including, or to partially redact where inclusion is necessary, the following personal identifiers from all filings with the court:

- 1) Social security numbers: Use of the last four numbers only;
- 2) Minors' names: Use of the minor’s initials only;
- 3) Dates of birth: Use of the year of birth only; and
- 4) Financial account numbers: Identify the type of account and the financial institution, but use only the last four numbers of the account number.

It is not the responsibility of the clerk’s office to review each document to determine if pleadings have been modified and are in proper form.

Service of Documents by Electronic Means

Whenever a pleading or other document is filed electronically, the ECF system will automatically generate and send a Notice of Electronic Filing (NEF) to the Filing User and registered users of record. The NEF, which will also be maintained on the court's docket, shall serve as the court's date/time stamp and proof of filing.

Transmission of the NEF to registered users who are counsel of record in a case shall constitute service of the filed document and is deemed to satisfy the requirements of Fed. R. Civ. P. 5(b)(2)(D) and 77(d) and Fed. R. Crim. P. 49(b). By registering as a participant in the court's ECF system, a registered user consents to electronic service of all electronically filed documents in ECF cases. Pursuant to Fed. R. Civ. P. 5(b)(2), service is complete upon transmission.

Attorneys and pro se litigants who are not Filing Users must be served with a paper copy of any electronically filed pleading or other document in accordance with the provisions of Fed. R. Civ. P. 5. Pursuant to Fed. R. Civ. P. 5(b)(3), a Filing User who learns that electronic service through the court's transmission facilities did not reach the person to be served must serve the document in an alternative manner approved by Rule 5. Note that LR 5.1(d) prohibits filing and service of pleadings by facsimile transmission.

Pursuant to Fed. R. Civ. P. 6(e), service by electronic means shall be treated the same as service by mail for the purpose of adding three (3) days to the prescribed period to respond.

Case opening complaints or petitions may not be served electronically and must be served in accordance with Fed. R. Civ. P. 4.

Certificate of Service

Pursuant to Fed. R. Civ. P. 5(d) and LR 5.1(d), all documents filed using the ECF system must still include a certificate of service. The certificate of service must identify the manner and date on which service on each party was accomplished and should be included on the final page of the main document.

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>.

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

Conventionally Filed Documents

Unless otherwise provided in the ECF Administrative Procedures, the clerk's office will scan and insert on the court's electronic docket all non-sealed conventionally filed documents listed:

Criminal:

- Charging Documents
- Applications and Accompanying Affidavits
- Return of Service Documents
- Documents Signed by Defendants
- Violations of Supervised Release/Probation
- Certain CJA Vouchers

Civil/Miscellaneous Cases:

- Administrative Inspection Warrants

Unless otherwise provided in the ECF Administrative Procedures, the clerk's office will not scan and insert the following documents into the court's electronic docket:

Criminal:

- Grand Jury Matters
- CJA Voucher Supporting Materials

Civil/Miscellaneous Cases:

- Administrative Records
- Habeas Corpus Rule 5 Materials
- Mediation Documents
- Letters Rogatory
- Objection to Assignment to Magistrate Judge

State Court Records

The certified copy of the state court record in removal actions shall be scanned and filed electronically. Pursuant to LR 81.1(c), the state court record must be filed within ten (10) days of the filing of the notice of removal.

Sealed Cases and Documents

Documents to be filed under seal and simultaneously filed motions to seal shall be conventionally filed. Motions to seal submitted without the proposed sealed document may be filed conventionally or electronically. Documents in sealed cases shall be conventionally filed.

Ex Parte Documents

All ex parte pleadings shall be conventionally filed. Ex parte pleadings will be scanned and added to the public docket contemporaneously with the entry of the court's order on the ex parte request.

Trial Exhibits/Exhibits Lists

All trial exhibits and exhibit lists shall be conventionally filed in accordance with LR 83.13. The clerk's office will scan and insert into the court's electronic docket only the final exhibit list and not the trial exhibits.

FILING ERRORS/SYSTEM FAILURES

Documents Filed in Error

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document type from the menu; or (c) entering the wrong case number and not discovering the error before completing the transaction.

The ECF system does not permit you to change a misfiled document or incorrect docket entry after the transaction has been accepted. Nor should you attempt to refile the document unless necessary to satisfy a filing deadline. Instead, to request a correction, you should telephone the ECF Help Desk as soon as the error is discovered. You will need to provide the case and document number for the document requiring correction. If appropriate, the court will make an entry indicating that the document was filed in error. You will be advised if you need to re-file the document.

If resubmission is required to satisfy a filing deadline, select either Civil or Criminal from the Blue Main Menu Bar and under **Other Filings / Other Documents** select **Corrective Entry** and proceed by following the prompts to attach the correct PDF. You will still need to immediately inform the ECF Help Desk.

Technical/Systems Failures

ECF Technical Failure

A technical failure is deemed to have occurred when the court's ECF site cannot accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 pm (noon) on a given day. A Filing User experiencing a technical failure may conventionally file the document if accompanied by a declaration attesting to the Filing User's attempts to timely file the document using ECF. Under these circumstances a Filing User must serve the document in any alternative manner permitted by the Federal Rules of Civil/Criminal Procedure. A Filing User also shall immediately report a technical failure to the ECF Help Desk. A sample "Declaration That Party Was Unable to File In A Timely Manner Due to Technical Failure Or User Systems Failure" form is attached to this user manual and is available in a fillable PDF format on the "Frequently Used Forms" section of the court's website.

If a Filing User misses a filing deadline due to an inability to file electronically as a result of a technical failure, such a failure shall constitute a condition rendering the office of the clerk of court inaccessible within the meaning of Federal Rule of Civil Procedure 6 and Federal Rule of Criminal Procedure 45. In such circumstances, the Filing User may electronically or conventionally file the document, accompanied by a declaration stating the reasons for missing the deadline, no later than 12:00 noon of the first day on which the court is open for

business following the original filing deadline. Jurisdictional deadlines, however, cannot be extended by the court for any reason and the Filing User is responsible to ensure that a document is timely filed to comply with a jurisdictional deadline.

Filing User's Systems Failure

A problem with the Filing User's systems or equipment shall not constitute a technical failure nor excuse an untimely filing. In such circumstance, however, a Filing User may file the document conventionally with a declaration explaining how the systems failure precluded filing in ECF. A sample "Declaration That Party Was Unable to File In A Timely Manner Due to Technical Failure Or User Systems Failure" form is attached to this user manual and is available in a fillable PDF format on the "Frequently Used Forms" section of the court's website.

QUERY FEATURE

Deadlines/Hearings

Produces a screen that allows you to query the database by various means to obtain hearing and other scheduled deadlines. When you click on **Deadlines/Hearings** ECF opens the screen depicted in *Figure 55*:

Deadlines/Hearings

Sort by

Figure 55

Click on **[Run Query]** to display the Deadlines/Hearings information screen (see *Figure 56*).

1:04-cv-00044-JD Cornelius v. Material Installations Co.
Joseph A. DiClerico Jr, presiding
Date filed: 02/06/2004 Date of last filing: 02/26/2004

Deadlines/Hearings

Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
	Answer Deadline	02/26/2004	03/29/2004		
1	Answer Deadline	02/06/2004	02/26/2004		02/26/2004
1	State Court Record	02/06/2004	02/17/2004		02/12/2004

Figure 56

If you click on the document number, ECF will display the actual document that created the deadline.

If you click on the “silver ball” to the left of the event, ECF will display the Notice of Electronic Filing (NEF).

Docket Report

When you select **Docket Report**, ECF opens the Docket Sheet screen as depicted in *Figure 57*.

The screenshot shows the 'Docket Sheet' interface. At the top, the title 'Docket Sheet' is displayed in blue. Below it, the 'Case Number' field contains the text '1:04-cv-00044-JD Cornelius v. Material Installations Co.'. There are two radio buttons: 'Filed' (selected) and 'Entered', each followed by a date input field and a 'to' label and another date input field. Below these is a 'Documents' field with two input boxes and a 'to' label. There are three checkboxes: 'Include terminated parties' (checked), 'Include links to Notice of Electronic Filing' (unchecked), and 'Include List of Parties and Counsel' (checked). A 'Sort by' dropdown menu is set to 'Oldest date first'. At the bottom are two buttons: 'Run Report' and 'Clear'.

Figure 57

The first fields are the **Date** range fields. They let you limit the events included in the report to those filed or entered between a specified start date and an end date, inclusive. If you enter only a start date, the report will include events filed or entered on or after that date. If you enter only an end date, the report will include events filed or entered on or before that date. If you leave these fields blank, the report will show all events regardless of filed or entered date, depending on other entries on this screen.

Next are the **Document** number range fields. If you enter numbers in this field, the events displayed will be limited to those with document numbers between those numbers, inclusive. The system will not display unnumbered events. If you enter only a beginning range number, the report will include documents with that number or higher. If you enter only an ending range number, the report will include documents with that number or lower. If you leave these fields blank, the report will show all documents and events regardless of document number, depending on other entries on this screen.

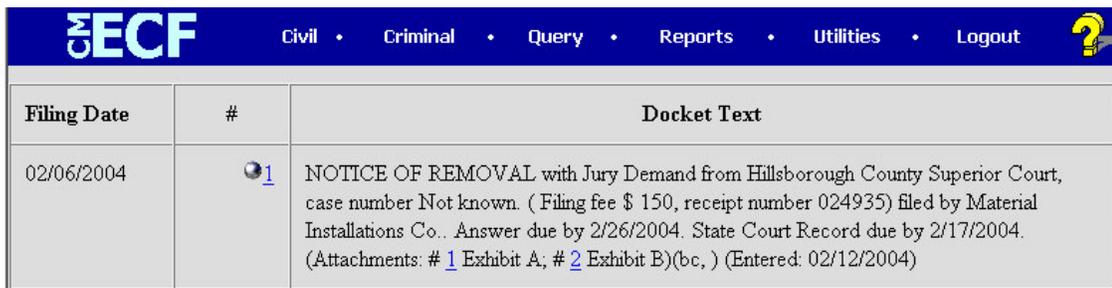
You have the option to **Include terminated parties** in the case caption.

If you check **Include links to Notice of Electronic Filing**, the docket sheet will have a silver ball next to the document number of those items which have a NEF.

If you leave **Include List of Parties and Counsel** checked, the docket sheet will include the names of the parties, along with their roles and attorneys. If you uncheck this box, the report will include only the heading and the docketed events.

The next line is the **Sort by** field. This lets you specify the order in which the events listed on the report will be sorted.

After you have selected the parameters for your report, click on the **[Run Report]** button. The first section of the docket sheet report contains the court, case number, basic case information, the parties, their roles, and their attorneys. The second section lists the docketed events in the case (see *Figure 58*).



The screenshot shows the ECF system interface. At the top is a blue navigation bar with the ECF logo and menu items: Civil, Criminal, Query, Reports, Utilities, Logout, and a help icon. Below the navigation bar is a table with three columns: Filing Date, #, and Docket Text. The table contains one row of data.

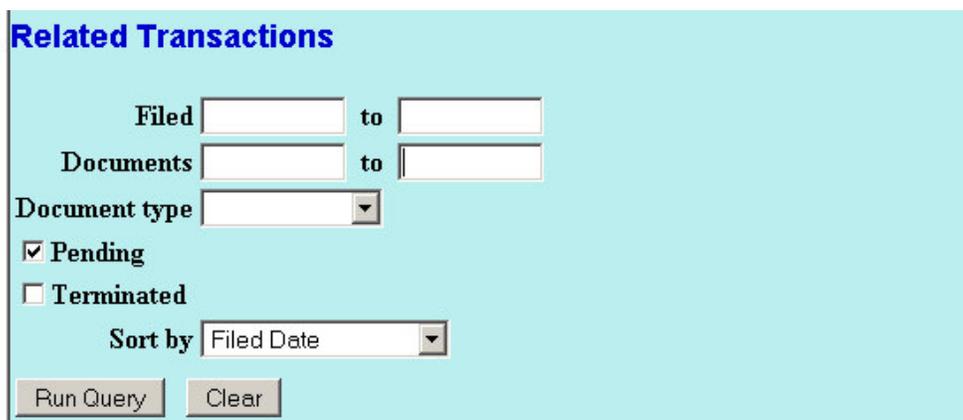
Filing Date	#	Docket Text
02/06/2004	1	NOTICE OF REMOVAL with Jury Demand from Hillsborough County Superior Court, case number Not known. (Filing fee \$ 150, receipt number 024935) filed by Material Installations Co.. Answer due by 2/26/2004. State Court Record due by 2/17/2004. (Attachments: # 1 Exhibit A; # 2 Exhibit B)(bc,) (Entered: 02/12/2004)

Figure 58

The document numbers in the middle column are hyperlinks to PDF files of the actual documents. Place your pointer on the silver button next to the document number and click to display the NEF for the document.

Related Transactions

This function allows you to find all documents related to a specific document (i.e., a motion and the subsequent objections, replies, orders, etc.). When you click on **Related Transactions** the screen as shown in *Figure 59* appears.



The screenshot shows the 'Related Transactions' search form. It has a light blue background and contains several input fields and checkboxes. At the bottom are 'Run Query' and 'Clear' buttons.

Related Transactions

Filed to

Documents to

Document type

Pending

Terminated

Sort by

Figure 59

To narrow your search, you can enter a variety of different criteria. You can limit by the filing date, document number, document type, and whether it's a pending or terminated document. Then you can sort by *Filed Date*, *Entered Date*, or *Document Number*. Once you have selected your parameters, click on the **[Run Query]** button and the screen depicted in *Figure 60* will appear.

The screenshot shows a court case page with the following information:

1:04-cv-00001-SM Bledsoe v. Brady
Steven J. McAuliffe, presiding
Date filed: 01/09/2004 Date of last filing: 02/25/2004

Related Transactions

Note: Each selected transaction in this case is shown below in a box with any other transactions to which it is related.

Doc. No.	Event Name	Event Filed	Event Terminated
2	Motion to Dismiss	02/24/2004	
3	Objection to Motion	02/24/2004	

Figure 60

Again, the document numbers are hyperlinks to PDF files of the actual documents. Place your pointer on the silver button next to the document number and click to display the NEF for the document.

Other Query Options

Below is a short description of the remainder of the Query options available in CM/ECF.

Alias will list any parties with aliases.

Associated Cases will list any case associations i.e., other court information, lead/member cases, or related cases.

Attorney will list the attorneys, their addresses and phone number, and who they represent.

Case Summary will list basic case information: ***criminal***: county, date filed/terminated, parties, citation, flags, etc. ***civil***: county, date filed/terminated, parties, cause code, nature of suit, disposition, etc.

Filers will list the filers in the case and if you click on their name will list the documents that party filed.

Party will list the parties in the case.

REPORTS FEATURE

The Reports feature of ECF provides the user with several report options. After clicking on **Reports** on the Blue Main Menu Bar, ECF opens the Reports screen (see *Figure 61*).

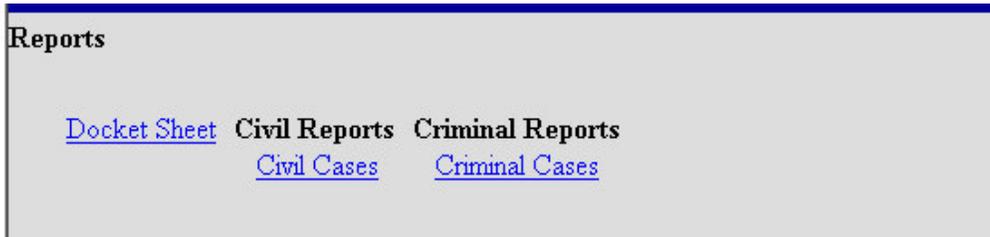


Figure 61

In order to access the reports, ECF will ask you to log in to PACER.

Docket Sheet

Click on the **Docket Sheet** hyperlink and ECF opens the PACER login screen. Enter your PACER login and password. Click on the **[Login]** button and ECF will open the Docket Sheet report query window (see *Figure 62*).

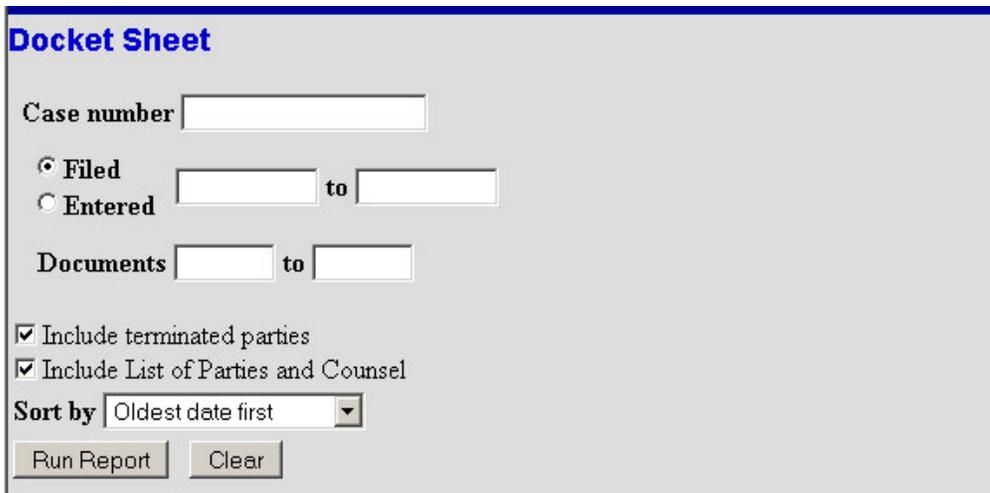
The screenshot shows a window titled "Docket Sheet" with a light gray background. It contains several input fields and controls: a "Case number" text box; radio buttons for "Filed" (selected) and "Entered", each followed by a date range "to" text box; a "Documents" text box with a "to" text box; two checked checkboxes: "Include terminated parties" and "Include List of Parties and Counsel"; a "Sort by" dropdown menu currently set to "Oldest date first"; and two buttons at the bottom: "Run Report" and "Clear".

Figure 62

Enter the case number for your docket sheet in the Case Number field. Select parameters for the remainder of the data entry fields, which are more fully described under "Docket Report" in the "Query" section, and click on the **[Run Report]** button. ECF will display a full docket sheet for the case you selected. If you do not need a complete docket sheet, you can narrow the query using the date filed/entered fields. ECF also offers various sorting options from the Docket Sheet query screen.

Civil Cases Report

The Civil Cases report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Nature of Suit and Cause Code. When you click on the **Civil Cases** hyperlink, ECF displays a query screen (see *Figure 63*). If you are not logged into PACER, ECF will display the PACER login screen. Login to PACER and ECF will open the Civil Cases Report screen.

Figure 63

Enter the range of case filing dates for your report and select a Nature of Suit or Cause Code, if you wish to narrow your search. When you are finished entering your report criteria, click on the **Run Report** button and a Civil Cases Report will appear (see *Figure 64*).

Civil Cases Report				
U.S. District Court -- District of New Hampshire				
Filed Report Period: 02/01/2004 - 02/27/2004				
Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
1:04-cv-00044-JD Cornelius v. Material Installations Co.	Filed: 02/06/2004		21	Cause: 42:2000 Job Discrimination (Sex) NOS: Labor: Other Office: Concord Presider: Joseph A. DiClerico Jr Jury demand: Plaintiff

Figure 64

The far-left column of the Civil Cases Report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

Criminal Cases Report

The Criminal Cases report provides you with the flexibility to query the ECF database to locate cases electronically filed within a specific date range, or by Case flags. When you click on the **Criminal Cases** hyperlink, ECF displays a query screen as depicted here. If you are not logged into PACER, ECF will display the PACER login screen. Login to PACER and ECF will open the Criminal Cases Report screen (see *Figure 65*).

Criminal Cases Report

Office: Case types:
 Filed: to Case flags:
 Terminal digit(s): Pending defendants
 Terminated defendants
 Fugitive defendants
 Sort by:

Figure 65

Enter the range of case filing dates for your report and select a Case type, if you wish to narrow your search. When you are finished entering your report criteria, click on the **Run Report** button and a Criminal Cases Report will appear (see *Figure 66*).

Criminal Cases Report
 U.S. District Court -- District of New Hampshire
 Report Period: 01/01/2004 - 02/27/2004

Case Number/ Title	Date Filed/ Reopened/ Added	Date Closed/ Reclosed	Days Pending	Notes
1:04-cr-00001 - USA v. MacMurphy				Office: Concord
2 Randall P. MacMurphy	Filed:02/16/2004		11	

Figure 66

The far-left column of the Criminal Cases Report contains hyperlinked case numbers. If you click on a particular case number, ECF opens the Docket Sheet report window from which you can retrieve the docket sheet for the selected case. Follow the instructions in the previous section for a Docket Sheet report.

UTILITIES FEATURE

The Utilities feature provides the means for registered users to maintain their account in ECF, view all of their ECF transactions and access mailing information for cases (i.e. who is registered for electronic notification and who is not) (see *Figure 67*).



Figure 67

Your Account

This section of the Utilities feature provides you the capability to maintain certain aspects of your ECF account with the court and to view a log of all your transactions within ECF.

Maintain Your Account

Click on the **Maintain Your Account** hyperlink to open the Maintain User Account information screen (see *Figure 68*).

Maintain User Account

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 Status

Figure 68

This screen displays all of the registration information that is contained within the ECF database for your account with the court. **NO CHANGES SHOULD BE MADE TO THIS SCREEN. CONTACT THE CLERK'S OFFICE TO REQUEST A CHANGE OF ADDRESS, NAME CHANGE OR OTHER NECESSARY MODIFICATIONS.** If you have an active ECF case, you must notify the court and all parties of such changes through the "Notice of Change of Address" event in ECF. The clerk's office will then change your address/phone number upon receipt of a document entitled "change of address." A sample "change of address" form is included in the forms section of this manual.

E-mail Information

Clicking on the **[E-mail information]** button shown in *Figure 68* opens the screen depicted in *Figure 69*.

E-mail information for Test Attorney

Primary e-mail address

Send the notices specified below

to my primary e-mail address

to these additional addresses

Send notices in cases in which I am involved

Send notices in these additional cases

Send a notice for each filing

Send a Daily Summary Report

Format notices html format for Netscape or ISP e-mail service

text format for cc:Mail, GroupWise, other e-mail service

Figure 69

ECF will e-mail to Filing Users Notices of Electronic Filing based upon the information entered in this screen. You can modify any information on this screen.

1. **Primary E-mail Address:** The court will enter the e-mail address contained on your ECF Registration Form in the Primary e-mail address box. ECF will send the Notice of Electronic Filing (NEF) to this e-mail address for cases in which you are counsel of record.
2. **Additional E-mail Addresses:** You may also set up your account to have other persons receive e-mails in your case. Perform the following steps to enter additional e-mail addresses for individuals that you wish to receive a NEF.
 - Enter a checkmark by clicking on the box to the left of the line, which reads “to these additional addresses.”
 - Enter the e-mail addresses of those individuals you wish to notify concerning ECF activity. This data entry field has a capacity of 250 characters for approximately ten e-mail addresses.
3. **Notification in Additional Cases:** If desired, registered attorneys can also receive NEF in cases in which they are not counsel. Perform the following steps to configure ECF to send e-mail notification in cases to which you are not counsel of record.

- Enter a checkmark by clicking on the box to the left of the line, which reads “**Send notices in these additional case.**”
- Enter the case number(s) of the case(s) which you wish to receive notification.

Designate the format of the ECF notices by selecting your choice from the bottom of the screen.

If you wish to enter completely new information about your account, use the **[Clear]** button to clear the fields on this screen.

After updating your account information, click on **[Return to Account screen]** button to return to your Maintain User Account screen. To submit this updated account information, you must click on the **[Submit]** button at the bottom of the Maintain User Account screen. At the subsequent screen press the **[Submit]** button a second time.

More User Information

To edit or view login information about your account, select the button labeled **[More User Information]**, from the Maintain User Account screen (see *Figure 68*). ECF opens the screen as shown in *Figure 70*.

More User Information for Test Lawyer

Login	<input type="text" value="Test3121"/>	Last login	02-27-2004 08:06
Password	<input type="password" value="*****"/>	Current login	02-27-2004 08:06
Prid	10	Create date	03/17/2003
Registered	Y	Update date	01/08/2004
Groups	Attorney		
<input type="button" value="Return to Account screen"/>		<input type="button" value="Clear"/>	

Figure 70

This screen displays user login information and provides the means to change your ECF password. **Login names must not be changed by Filing Users.** Though Filing Users have the ability to change their login name at this screen, it is imperative that they **not make any change** to the login name issued by the court.

Notice that ECF displays a string of asterisks in the Password field. To change your ECF password, place your cursor in the Password field and delete the asterisks. Type in your new password. ECF displays the actual characters of your new password as you type.

When you have completed your interface with ECF from this screen, click on the **[Return to Account screen]** button to reopen the Maintain User Account screen.

When you are satisfied that all of your account information is accurate and up-to-date, click on the **[Submit]** button at the bottom of the Maintain User Account screen to submit your changes to ECF. At the subsequent screen press the **[Submit]** button a second time. ECF will then notify you onscreen that your updates were accepted. If you changed your password, you may begin using the new password during your next ECF session.

View Your Transaction Log

From the Utilities screen, click on the **View your Transaction Log** hyperlink. ECF opens a screen with two fields for entering the Date Selection Criteria for a Transaction Log Report. Enter the date range for your report and click on the **[Submit]** button. ECF displays a report of all your transactions in ECF within the date range you specified for Date Selection Criteria. Below is a sample transaction log report (see *Figure 71*).

Transaction Log			
Report Period: 05/21/2003 - 06/02/2003			
Id	Date	Case Number	Text
133514	05/22/2003 15:07:29	1-03-cv-333	Amended MOTION for Summary Judgment <I>on all counts of the complaint</I> by JOHN Q PUBLIC INSURANCE COMPANY. Responses due by 6/12/2003. (Lawyer, Test)
133649	05/30/2003 13:11:42	1-03-cv-33	MOTION for Preliminary Injunction by JESSE JAMES. Responses due by 6/20/2003. (Attachments: # (1))(Lawyer, Test)
Total Number of Transactions: 2			

Figure 71

Use this feature of ECF to review your transactions and to verify that:

- all of the transactions you entered are reflected in the Transaction Log; and
- no unauthorized individuals have entered transactions into ECF using your login name and password.

Miscellaneous

ECF provides three Miscellaneous functions within the Utilities feature of the system.

- Legal Research
- Mailings
- Verify a Document

When you click on the **Legal Research** hyperlink from the Miscellaneous screen, ECF opens a new screen that contains hyperlinks to a Law Dictionary, a Medical Dictionary, and Westlaw via the Internet.

When you click on the **Verify a Document** hyperlink, ECF opens a query screen. Enter data in the screen fields to locate a particular document attached to a specific case number.

Clicking on the **Mailings** hyperlink from the Miscellaneous screen provides access to mailing information for cases (i.e. who is registered for electronic notification and who is not).

Logout

After you have completed all of your transactions for a particular session in ECF, you should exit from the system.



Click on the **Logout** hyperlink from the Blue Main Menu Bar. ECF will log you out of the system and return you to the ECF login screen.

SAMPLE FORMS & ATTACHMENTS

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

Plaintiff(s)/United States

v.

Case No. _____

Defendant(s)

Notice of Conventional Filing

Please take notice that <Plaintiff/United States/Defendant, Name of Party> has conventionally filed the following attachment or exhibit: <Title of Attachment or Exhibit>.

This attachment or exhibit has not been filed electronically because:

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

Certificate of Service

I hereby certify that the foregoing attachment/exhibit was conventionally served on the following persons on this date and in the manner specified herein: <Name and Address of Person(s) Served>.

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

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

Plaintiff(s)/United States

v.

Case No. _____

Defendant(s)

Notice of Change of Address

Please take notice that <Plaintiff/United States/Defendant, Name of Party> has changed the following information contained in the original ECF Registration Form: <name; mailing address; firm name or affiliation; telephone number>.

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

Certificate of Service

I hereby certify that the foregoing notice 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>.

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

UNITED STATES DISTRICT COURT
DISTRICT OF NEW HAMPSHIRE

Plaintiff(s)/United States

v.

Case No. _____

Defendant(s)

**Declaration That Party Was Unable To File In A Timely Manner Due To
Technical Failure Or User Systems Failure**

Please take notice that <Plaintiff/United States/Defendant, Name of Party> was unable to file the <Title of Document> in a timely manner due to technical failure or user systems failure. The deadline for filing the <Title of Document> was <Filing Deadline>. The reason(s) that I was unable to file the <Title of Document> in a timely manner, and the good faith efforts I made prior to the filing deadline to both file in a timely manner and to inform the court and the other parties that I could not do so, are set forth below.

<Statement of reasons and good faith efforts to file and to inform (including dates and times)>

I declare under penalty of perjury that the foregoing is true and correct.

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

Certificate of Service

I hereby certify that the <Title of Document> and attached declaration were 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>.

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

Civil Event Listing

Initial Pleadings and Service

Complaints and Other Initiating Documents

Amended Complaint
Counterclaim
Crossclaim
Intervenor Complaint
Third Party Complaint

New Case (Attorney Filing)

Complaint
Miscellaneous Case
Motion to Vacate 2255/2241
Notice of Removal
Petition for Writ of Habeas Corpus/2254

Service of Process

Affidavit of Service
Agreement of Acceptance of Service-AG
Certificate of Service
Return of Service Executed
Return of Service Executed as to SSA
Return of Service Executed as to USA
Return of Service Unexecuted
Service by Publication
USM Return
Waiver of Service Executed
Warrant Returned
Writ Returned
Writ of Habeas Corpus Executed
Writ of Habeas Corpus Unexecuted

Answers to Complaints

Other Answers

Amended Answer to Complaint
Answer to
Answer to Complaint (Notice of Removal)
Answer to Designated Case In
Claim
Withdrawal of Claim

Motions and Related Filings

Motions

Affirm Decision of Commissioner
Amend
Appear Pro Hac Vice
Appoint Counsel
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver

Approve Consent Decree
Attach
Attorney Fees
Bifurcate
Bill of Costs
Bond
Certificate of Appealability
Certify Class
Change Venue
Clarify
Compel
Consolidate Cases
Contempt
Continue
Continue Trial
Continue and Extend Deadlines
Default
Default Judgment
Disclosure
Discovery
Dismiss
Disqualify
Enforce Settlement
Ex Parte Motion
Exceed
Exclude
Excuse
Expedite
Extend Time
Extend Time to Answer
Extend Time to Object/Respond
File Amicus Brief
Hearing
In Limine
Installment Payment Order
Intervene
Issuance of Warrant in Rem
Joinder
Judgment
Judgment as a Matter of Law
Judgment on the Pleadings
Leave to File
Letters Rogatory
Miscellaneous Relief
Mistrial
More Definite Statement
New Trial
Order of Forfeiture
Order of Sale
Permanent Injunction
Preliminary Injunction
Pretrial

Proceed In Forma Pauperis
Produce
Protective Order
Quash
Reconsideration
Recusal
Release of Funds
Remand
Reopen Case
Return of Property
Reverse Decision of Commissioner
Sanctions
Seal Case
Seal Document
Sealed Motion
Service by Publication
Set Aside
Sever
Show Cause
Stay
Strike
Subpoena
Substitute Attorney
Substitute Party
Summary Judgment
Temporary Restraining Order
Unseal Case
Unseal Document
Vacate
Withdraw
Withdraw as Attorney
Writ
Writ of Garnishment
Writ of Habeas Corpus ad testificandum
Writ of Mandamus

Objections, Responses and Replies

Addendum
Affidavit in Opposition to Motion
Affidavit in Support to Motion
Joinder in Motion
Memorandum in Opposition to Motion
Memorandum in Support to Motion
Memorandum to Motion and/or Objection
Objection (not to motion)
Objection to Attachment
Objection to Magistrate Judge's Decision
(Rule 72(a))
Objection to Motion
Objection to Report & Recommendations
Objections to Answer to Writ
Reply to Objection to Motion
Response (not to motion)
Response (to terminated motion)

Response to Motion
Response to Order to Show Cause

Other Filings

Notices

Amicus Curiae Appearance
Attorney Appearance
Attorney Withdrawal
Case Settlement
Certificate of Counsel
Change of Address
Deposition Notice
IDEA Notice of Intent to Supplement
Record
Intent to Reply
Notice (other)
Tape Request
Voluntary Dismissal
Withdrawal of Motion

Trial Documents

Pretrial Material
Proposed Jury Instructions
Proposed Special Verdict
Proposed Voir Dire
Request for Findings of Fact
Trial Brief
Witness List

Appeal Documents

Appellants Brief
Appellants Reply Brief
Appellees Brief
Designation of Exhibits
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal
Subsequent Notice of Appeal

Other Documents

Addendum
Affidavit
Agreement for Judgment
Amended Document (NOT Motion)
Bill of Costs
Consent to Magistrate Judge – Motion
Consent to Magistrate Judge – Trial
Corrective Entry
Cure on Nonconforming Document
Disclosure Statement
Disclosure of Experts
Discovery Plan
IDEA Certificate of Completion

IDEA Decision Memoranda
IDEA Joint Statement of Material Facts
IDEA List of Disputed Facts
Jury Demand
Mediation Statement
Memorandum
Miscellaneous Filing
SSA Administrative Transcript
SSA Joint Statement of Facts

Satisfaction of Judgment
State Court Record
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death

Criminal Event Listing

Charging Instruments and Service

Service of Process/Arrests

Certificate of Service
Judgment Returned Executed
Petition for Writ of Habeas Corpus ad
Prosequendum
Petition for Writ of Habeas Corpus ad
Testificandum
Praeceptum for Summons
Praeceptum for Warrant
Search Warrant Returned Executed
Search Warrant Returned Unexecuted
Seizure Warrant Returned Executed
Seizure Warrant Returned Unexecuted
Summons Returned Executed
Summons Returned Unexecuted
USM Return
Warrant Returned Executed
Warrant Returned Unexecuted
Writ of Habeas Corpus (AP) Executed
Writ of Habeas Corpus (AP) Unexecuted
Writ of Habeas Corpus (AT) Executed
Writ of Habeas Corpus (AT) Unexecuted

Motions and Related Filings

Motions

5K Departure
Amend
Appear Pro Hac Vice
Appoint Counsel
Appoint Counsel (GJ)
Appoint Expert
Bail
Bifurcate
Bill of Particulars
Change Venue
Clarify
Compel
Compel Production (GJ)
Compel Testimony (GJ)
Contempt
Continue
Continue Trial
Detention
Disclose Income Tax Returns
Disclosure
Disclosure of GJ Information
Discovery
Dismiss
Disqualify

Downward Departure
Early Termination of Probation
Ex Parte Motion
Exceed
Exclude
Exculpatory Evidence
Excuse
Expedite
Extend Time to Indict
Extend Time to Object/Respond
Forfeiture
Hearing
In Limine
Installment Payment Order
Joinder
Judgment
Leave to File
Medical Exam
Medical Treatment
Miscellaneous Relief
Mistrial
Modify Conditions of Release
New Trial
Order to Determine Competency
Proceed In Forma Pauperis - Appeal
Produce
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Quash Grand Jury Subpoena
Reconsideration
Recusal
Reduce Sentence
Release of Funds
Return of Property
Sanctions
Seal Case
Seal Document
Sealed Motion
Set Aside Judgment
Set Aside Sentence
Set Aside Verdict
Sever
Show Cause
Speedy Trial
Strike
Subpoena
Substitute Attorney
Suppress
Transcript at Government Expense
Unseal Case

Unseal Document
Vacate
Vacate (2255)
Waive
Withdraw Document
Withdraw Plea of Guilty
Withdraw as Attorney
Writ

Objections, Responses and Replies

Addendum
Affidavit in Opposition to Motion
Affidavit in Support to Motion
Answer to Writ of Garnishment
Joinder in Motion
Memorandum in Opposition to Motion
Memorandum in Support to Motion
Memorandum to Motion and/or Objection
Objection (not to motion)
Objection to Motion
Objection to Report & Recommendations
Objections to Answer to Writ
Reply to Objection to Motion
Response (not to motion)
Response (to terminated motion)
Response to Motion
Response to Order to Show Cause

Other Filings

Consents/Stipulations/Waivers

Stipulation

Notices

Alibi
Alibi Witness
Attorney Appearance – Defendant
Attorney Appearance – USA
Attorney Withdrawal
Change of Address
Error or Defect
Insanity Defense
Insanity Witness
Nolle Prosequi
Notice (other)
Tape Request
Withdrawal of Alibi
Withdrawal of Insanity Defense
Withdrawal of Insanity Witness
Withdrawal of Motion

Other Documents

Addendum
Affidavit – Removal Hearing

Application for Writ of Continuing
Garnishment
Bill of Particulars
Corrective Entry
Cure on Nonconforming Document
Disclosure Statement
Information to Establish Prior Conviction
Memorandum
Miscellaneous Filing
Notification Required by Rule 6(e)
Organizational Victim
Sealed Document
Sentencing Enhancement
Sentencing Memorandum
Status Report

Trial Documents

Proposed Jury Instructions
Proposed Voir Dire
Request for Findings of Fact
Trial Brief
Witness List

Appeal Documents

Appeal of Magistrate Judge Decision to
District Court – Criminal Case
Defendant Brief
Defendant Reply Brief
Designation of Exhibits
Government Brief
Notice of Appeal
Notice of Appeal - Interlocutory