

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

**In Re: Dial Complete Marketing
and Sales Practices Litigation**

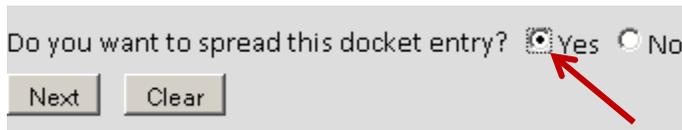
1:11-md-02263-SM

Docketing in MDL Case and Spreading to Member Cases

Please be aware that the following instructions are not intended to be a step by step guide as to each and every screen you will encounter while docketing in the District of New Hampshire's CM/ECF system.

This document is merely intended to highlight the functionality that you should pay close attention to when spreading docket entries to member cases associated with this MDL matter.

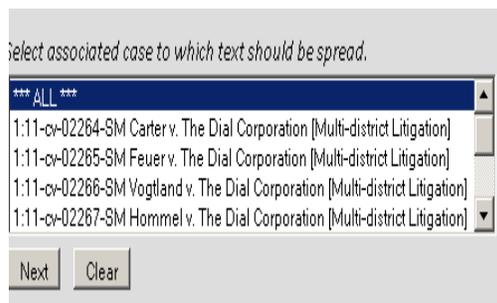
1. Select the appropriate event for the pleading you are filing and enter the MDL case number (11-md-2263).
2. When presented with the question “**Do you want to spread this docket entry?**” select the radio button to the left of **Yes**.



Do you want to spread this docket entry? Yes No

Next Clear

3. On the next screen, select **All** if the document you are filing relates to all member cases. If your filing does not relate to all member cases of this MDL, **ONLY** select those cases to which the document you are filing relates.



Select associated case to which text should be spread.

*** ALL ***

1:11-cv-02264-SM Carter v. The Dial Corporation [Multi-district Litigation]

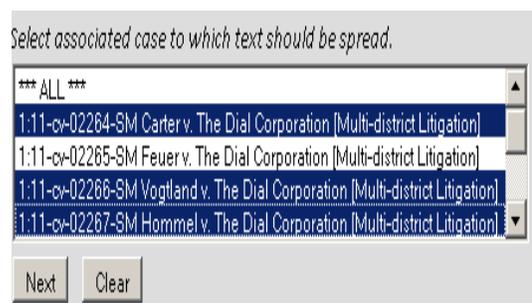
1:11-cv-02265-SM Feuer v. The Dial Corporation [Multi-district Litigation]

1:11-cv-02266-SM Vogtland v. The Dial Corporation [Multi-district Litigation]

1:11-cv-02267-SM Hommel v. The Dial Corporation [Multi-district Litigation]

Next Clear

OR



Select associated case to which text should be spread.

*** ALL ***

1:11-cv-02264-SM Carter v. The Dial Corporation [Multi-district Litigation]

1:11-cv-02265-SM Feuer v. The Dial Corporation [Multi-district Litigation]

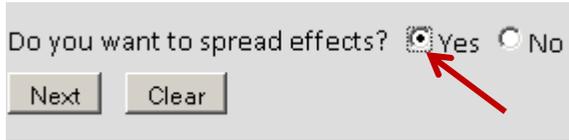
1:11-cv-02266-SM Vogtland v. The Dial Corporation [Multi-district Litigation]

1:11-cv-02267-SM Hommel v. The Dial Corporation [Multi-district Litigation]

Next Clear

Note: To select multiple cases, press the ctrl key on your keyboard and then point and click the mouse on the cases you wish to select.

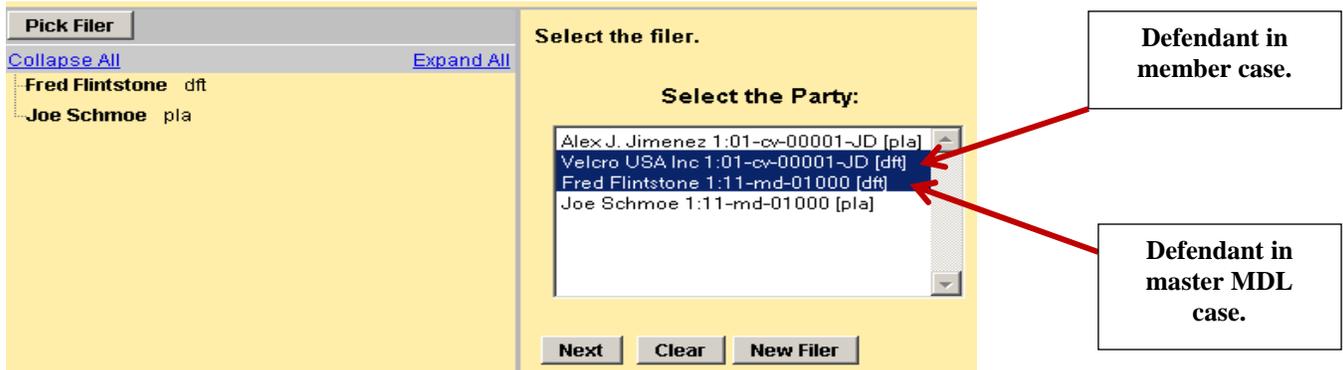
4. When presented with the question “Do you want to spread effects?” click the radio button to the left of **Yes**.



Do you want to spread effects? Yes No

Next Clear

5. On the screen that asks you to “Select the Filer/Select the Party” select the party on behalf of whom you are filing the document in each case.



Pick Filer

Collapse All Expand All

Fred Flintstone dft

Joe Schmoe pla

Select the filer.

Select the Party:

Alex J. Jimenez 1:01-cv-00001-JD [pla]

Velcro USA Inc 1:01-cv-00001-JD [dft]

Fred Flintstone 1:11-md-01000 [dft]

Joe Schmoe 1:11-md-01000 [pla]

Next Clear New Filer

Defendant in member case.

Defendant in master MDL case.

Note: To select multiple parties, press the ctrl key on your keyboard and then point and click the mouse on the parties you wish to select.

6. If you are filing a document on behalf of many parties, some of whom you do not represent, make certain to **UNCHECK** the box to the left of any party that you do not represent.

Regardless of the document you are filing, UNCHECK the box to the left of any party below that you DO NOT represent.

STEP 1: Check box on left if you wish to be attorney of record. If box not checked, you will NOT receive e-notices in case.

STEP 2: Check NOTICE box to receive future e-notices.

OPTIONAL: Check LEAD box to designate self as lead counsel.

1:01-cv-00001-JD Jimenez v. Velcro USA Inc

Velcro USA Inc (pty:dft) represented by Kristie Trimarco (aty) Lead Notice

1:11-md-01000 Schmoe v. Flintstone

Fred Flintstone (pty:dft) represented by Kristie Trimarco (aty) Lead Notice

Select all

Next Clear

7. On the docket text screen before completing the transaction, make certain the docket text correctly reflects the parties on behalf of whom the document was filed, as well as the cases to which the filing relates. If the docket text is not correct, start the transaction over.

Docket Text: Modify as Appropriate.

MOTION to Continue filed by Velcro USA Inc,
Fred Flintstone. 1:11-md-01000, 1:01-cv-00001-JD Follow up on Objection on 9/19/2011.
(Trimarco, Kristie)

This entry correctly displays the cases and parties related to this filing.

8. Please contact Chief Judge McAuliffe's case manager, Judy Barrett-Weatherbee, or her back-up, Vincent Negron, or the court's CM/ECF Helpdesk for further assistance.

Judy Barrett-Weatherbee
Vincent Negron

(603) 225-1587
(603) 226-7733

judy_barrett@nhd.uscourts.gov
vincent_negron@nhd.uscourts.gov

CM/ECF Helpdesk

(800) 776-0320, Option 8