ELECTRONIC CASE FILES

USER MANUAL

United States District Court
District of New Hampshire

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(Updated through June 2008)

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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). On October 1, 2005, all remaining paper cases were converted to electronic cases pending in this court, unless exempted by court order, will be converted to electronic cases. 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 granted, exempted counsel will continue to file and serve on paper while all other attorneys will file electronically using ECF. All electronically filed documents, however, must be served on paper to the exempted counsel.

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 dockets a pleading or other entry in a non-ECF case. For such filings in non-ECF cases, however, 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.

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 and are text searchable. 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. In most cases, 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 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: 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. ECF was designed to work with Internet Explorer and Firefox. Netscape Navigator is no longer compatable. Internet Explorer 6.0 is also recommended; compatibiliby testing for IE 7.0 is not yet completed. You may also use the following browsers with CM/ECF: Mozilla Firefox 1.5 and higher, Mozilla 1.7 and higher and Safari 1.2 (for MAC users). You must use a browser that supports 128 bit encryption and your browser must be JavaScript-enabled..

Setting Your Browser To Automatically Clear the Internet Cache

In some instances your web browser may not allow you access to all available options. The Maintain Your Account link may not appear under "Utilities" or you may receive a message: "This page cannot be displayed." 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 (Netscape Navigator is no longer supported and should not be used.)

- 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 (Netscape Navigator is no longer supported and should not be used.)

- 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 & 6.0

- 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

Firefox

- Type “about:config” in the address field where you normally see http://
- Scroll down to “browser.cache.check_doc_frequency” and double click. A pop up window will appear entitled “Enter integer value.”
- In the “Enter integer value” pop up window, change the number in the white text box to one (1)
- Click OK
- The line should now read:
  “browser.cache.check_doc_frequency user set interger 1”

ELIGIBILITY, REGISTRATION AND PASSWORDS

A person must register with both ECF and PACER in order to be a Filing User.

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 online registration form available on the court's website.

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 by clicking the **Electronic Case Files** link on the left navigation bar, **CMECF** on the fly away menu and then **Registration** on the sub-flyaway. It is also available on the **Frequently Used Forms** page, which you can access from **Hot Topics, Case Processing & Electronic Case Files**.

Pro se parties who wish to file electronically must complete a registration form. 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. If not involved in an active case, a Filing User may simply mail the change information to the clerk's office. For your convenience, a "Notice of Change of Address" form is available in a fillable PDF format on the court's web site. A Filing User is responsible for updating and keeping their email information current, without court intervention or assistance, by using the "Maintain Your Account" feature.

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 terminate 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 "Subscription Service" link on the left navigation bar on the home page. If you have previously subscribed to one of our list serves, such as local rules or opinions, then you would select "Modify". If you have never subscribed to any of our list serves, you would select "Registration Form." **Note that while attorneys registering as an ECF Filing User must subscribe to the CMECF User Group list serve, support staff may also subscribe to the list serve and the court strongly recommends that they do.**

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) hour to receive a login and password from the PACER Service Center if you register on-line.

PACER Fees

Access to web based documents via the ECF-PACER system will generate a $.08 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 $2.40 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.

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 on the web page or directly 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 8:30 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 is not mandatory in this district, it is strongly recommended. The court provides hands on training sessions on a regular basis at the Rudman Courthouse. These sessions 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 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.

Computer Based Training (CBT)

The court has developed interactive computer-based training (CBT) modules that are specific to the filing requirements and filing system used in the District of New Hampshire. These training modules will replace our live CM/ECF user training program. Depending upon the speed of your computer system, it may take between 3 to 5 minutes for the selected CBT to load for your use. You will also need Adobe Flash installed on your computer to view the training.

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 3 MB

No PDF document filed via the ECF system shall exceed 3 MB in size. For estimation purposes, electronically converted PDF documents that are less than 300 pages usually do not exceed 3 MB. Scanned imaged plain text PDF documents that do not exceed 75 pages usually do not exceed 3 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 7.0 or 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 3 MB	Submitted in 150 page segments and filed using ECF
A scanned document over 3 MB	Submitted in 75 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 and MS Word 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*).

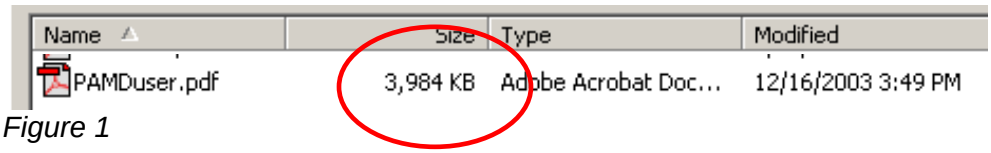


Figure 1

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.

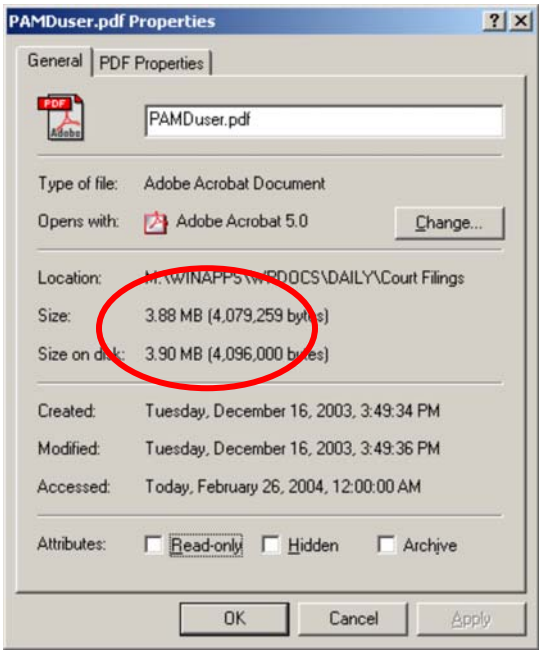


Figure 2

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

In ECF 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*).

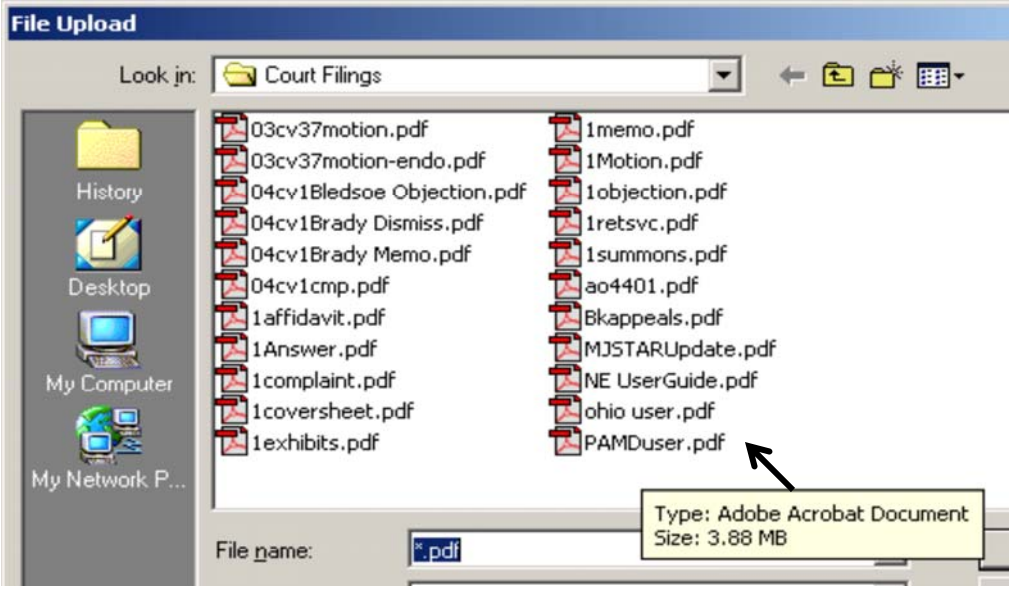


Figure 3

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 3 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 3 MB scanned document:

    - Plain text, correspondence, pleadings, etc. - 75 pages
    - Tables, charts, extensive graphics - 15-19 pages
    - Condensed transcripts - 14-17 pages

- If a scanned document is larger than 3 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

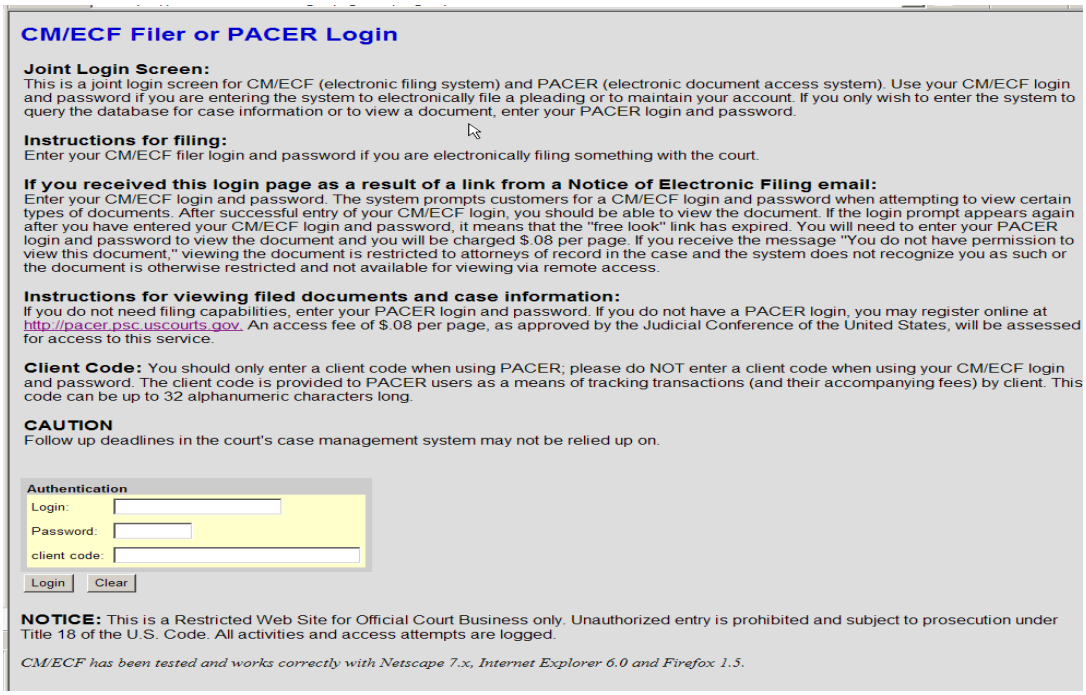
Or, you may go to the District of New Hampshire's website at **http://www.nhd.uscourts.gov** and click on the CM/ECF hyperlink.

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.



CM/ECF Filer or PACER Login

Joint Login Screen:
This is a joint login screen for CM/ECF (electronic filing system) and PACER (electronic document access system). Use your CM/ECF login and password if you are entering the system to electronically file a pleading or to maintain your account. If you only wish to enter the system to query the database for case information or to view a document, enter your PACER login and password.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents. After successful entry of your CM/ECF login, you should be able to view the document. If the login prompt appears again after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document and you will be charged $.08 per page. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such or the document is otherwise restricted and not available for viewing via remote access.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at http://pacer.psc.uscourts.gov. An access fee of $.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service.

Client Code: You should only enter a client code when using PACER; please do NOT enter a client code when using your CM/ECF login and password. The client code is provided to PACER users as a means of tracking transactions (and their accompanying fees) by client. This code can be up to 32 alphanumeric characters long.

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

Authentication
Login:
Password:
client code:
Login Clear

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.

CM/ECF has been tested and works correctly with Netscape 7.x, Internet Explorer 6.0 and Firefox 1.5.

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. Remember that your login and password are case sensitive.

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

If you did not properly logout from ECF by clicking on “Logout” on the blue menu bar, you will receive the following error message the next time you attempt to login:

Warning: the account you entered is already logged in.

Simply click on the **[Continue Login]** button to proceed.

Select the ECF Feature on the Menu Bar

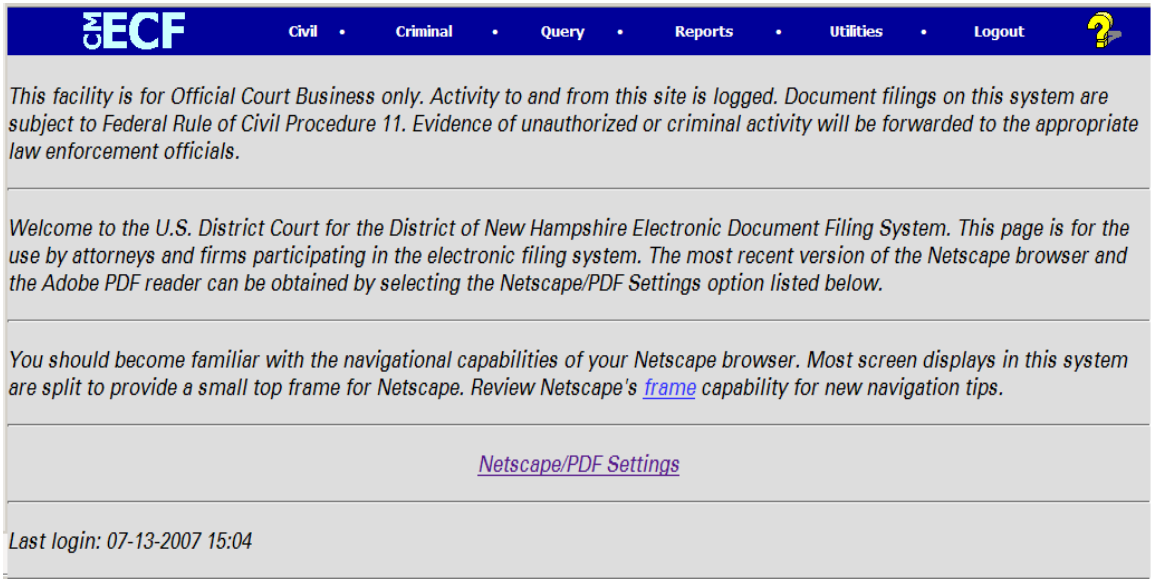


Figure 6 (Opening screen)

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.

Search Select **Search** to search for particular events to docket.

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: Next and Clear

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

The Next 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.

NOTE: 1) For certain events that have a filing fee, you should not use the **[Back]** button after you have submitted a credit card payment or a bank account debit (ACH) payment. If you do go back and resubmit your payment information, you will be billed twice; 2) Please be aware that when you use the **[Back]** button and then proceed with your submission without changes, the ECF system occasionally does not actually attach your PDF document. This is an intermittent failure in ECF. Thus, if you do use the **[Back]** button you should review the Notice of Electronic Filing to assure that you actually filed the PDF document with your submission.

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."

Opening a New Civil Action - 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. If conventionally filed by an attorney, the case opening documents and attachments must also be downloaded onto a 3.5 floppy or compact disk as separate documents in PDF format and received within 48 hours. 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 attorney pays the filing fee electronically using a credit card or bank account debit (ACH) when prompted as part of the case opening event in CM/ECF, (2) they will be filing a motion to proceed informa pauperis after filing the initial pleading , 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 or bank account debit (ACH) if electronically filed through ECF).* If you do not want to make a credit card or ACH payment over the Internet, then you must file your case initiating document conventionally (with a disk containing the documents in electronic format) with the appropriate filing fee.

If you choose to file a new civil or miscellaneous case through ECF, log in to the court's CM/ECF system using your ECF password for this district and follow these steps.

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. You have the option of using the cascading menus or continuing to use the existing static menus. This section of the user manual describes the process for filing a civil complaint in ECF.

Using the cascading menu option and selecting **[Open a Case/New Case (Attorney Filing)]** will bypass the events option screen and bring you directly to the first screen for filing a new civil action.

Figure 9

Alternatively, if you click **[Civil]** on the blue menu bar, 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*). To file your new civil action, click **New Case (Attorney Filing)** under the **Open a Case** event group.

Figure 10

The next few screens will display important case opening instructions for opening a new civil action. The first screen will display a hyperlink for downloading the case opening instructions. If you are not intimately familiar with the rules and procedures for electronically filing a new civil action, click on the hyperlink and closely review the information sheet explaining the process. The second screen will display a notice as shown in *Figure 11*.

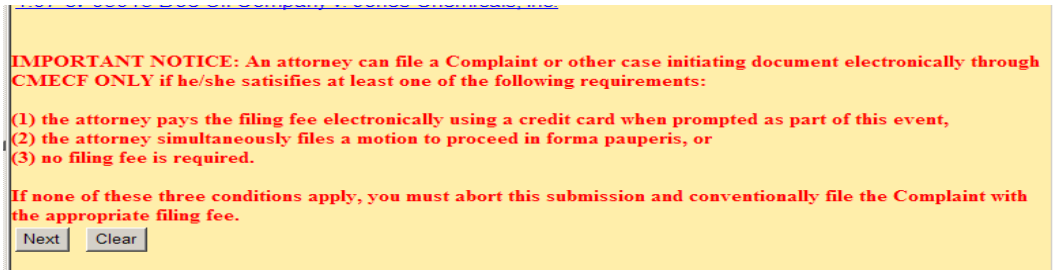


Figure 11

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 Menu Bar to cancel this event and you would file your case opening document conventionally.

Entering Case Information

Next, you will start entering your case information. (See *Figure 12*). Select "cv" case type for civil cases and "mc" case type for miscellaneous cases.

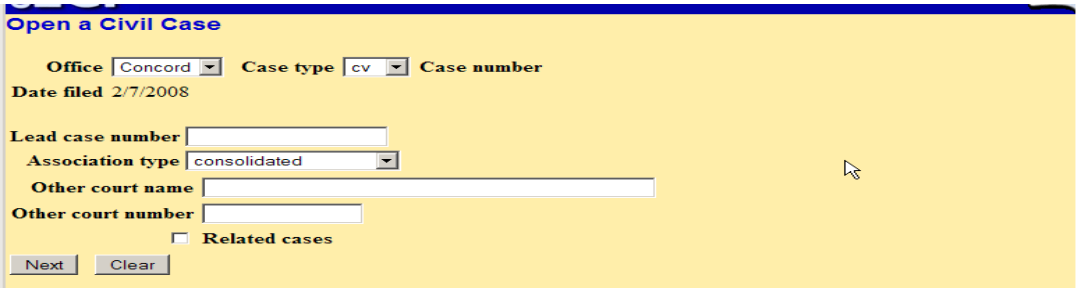


Figure 12

The information you enter on the next screen (see *Figure 13*) will be obtained from the Civil Cover Sheet. The system will verify the accuracy of combinations entered on this screen. If an invalid combination is used, an error will display. You cannot continue until you enter a valid combination.

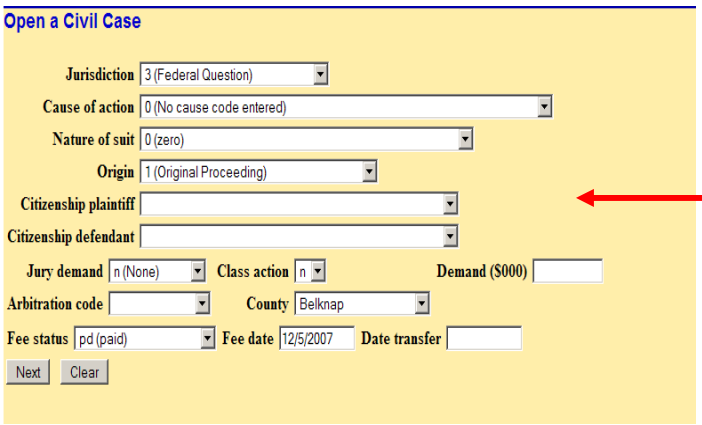


Figure 13

Jurisdiction, Cause of action, Nature of suit, and Origin – Enter information from Civil Cover Sheet
****

Citizenship of Plaintiff: Enter only if case is a diversity case and you selected "4 (Diversity) under Jurisdiction.

Citizenship of Defendant: Enter only if Diversity case.

Jury Demand – Enter information if requested in complaint in accordance with LR 38.1

Class Action, Demand, and Arbitration Code: Leave blank

County: See instructions on previous page.

Fee status – See instructions on previous page.

Fee date: - Do not change. Leave as current date.

Date transfer: Leave blank.

Entering the Parties

You will then start adding the parties in the case. It is very important that you add the party names in the exact order they are listed on the complaint and that the parties are entered exactly as they appear on the complaint. For instance, if the party is Doe Oil Corp., the party should be entered as Doe Oil Corp. not as Doe Oil Corporation. You must search the database for the party name to see if your party is already in the database. If the party you represent is not listed in the "Select a Party" screen, you must create a new party.

In the ***Last/Business name field***, type the first few letters of the last name of the individual, or the first few letters of the company name. You must enter at least two letters in this field to search for a party name. (See *Figure 14*.)

Click the bullet next to "Plaintiff" if adding a plaintiff, "Defendant" if adding a defendant, and Other for other party types. By clicking the bullet, the appropriate role type will display on the party information screen when adding your party.

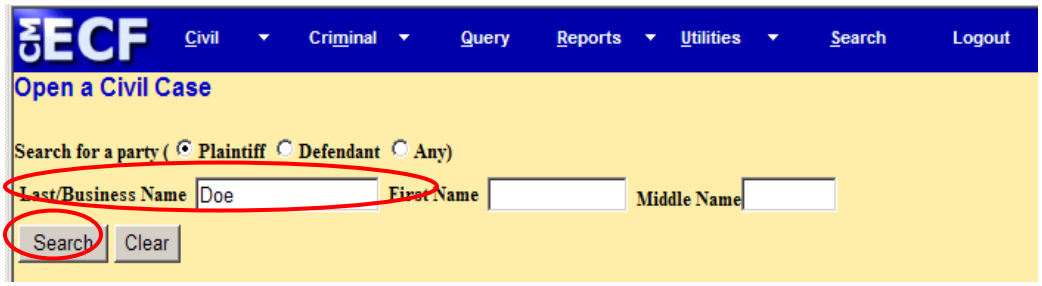


Figure 14

After clicking the search button, the system will look for any matches to your party name entry. The results will display in a new window as shown in *Figure 15*. If a match is found, scroll down the list of names to search for the party to

your case. If you find a name that exactly matches the party in your case, select the name and click **[Select name from list]**. If a match is not found, or the party does not appear in the list," you will create a new party by clicking **[Create new party]**.

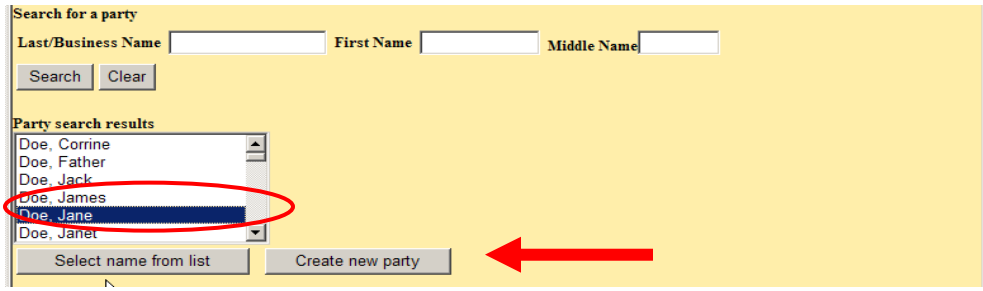


Figure 15

On the party information screen, you will add the parties on the case. See the section of this user manual entitled **Add/Create a New Party** for complete instructions on entering information on the party information screen.

After entering the party information, click **[Submit]**. This will retun you to the party search screen (*Figure 14),* which will allow you to search for and add another party

Once you have entered all the parties to your case, click **[End Party Selection]** on the party information screen**.** (See *Figure 16*.)

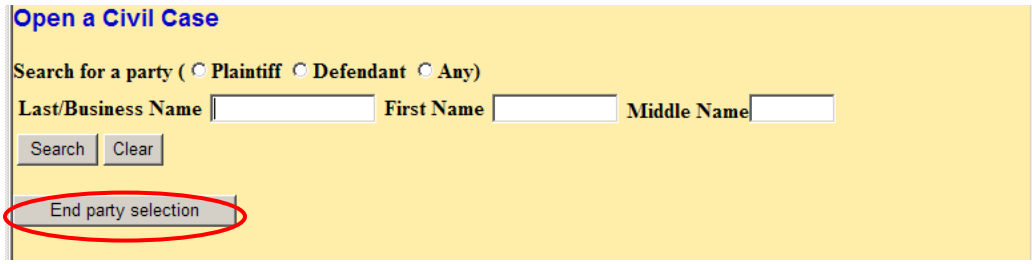


Figure 16

Your new case number and **Docket Lead Event** will be displayed as shown in *Figure 17*. You MUST select **Docket Lead Event** to file your complaint or other case initiating document at this time.

PLEASE NOTE THE CASE NUMBER ASSIGNED TO YOUR CASE.

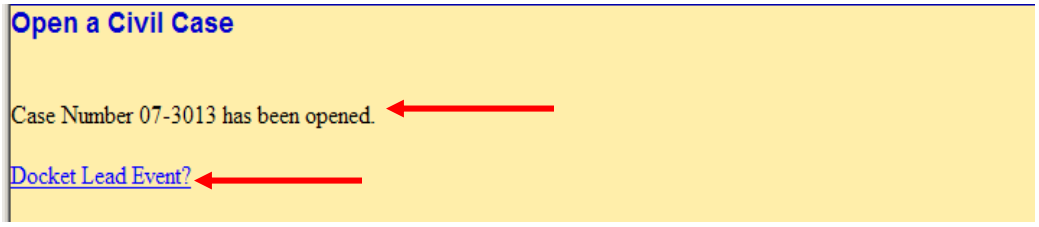


Figure 17

Select the Type of Document to File

A drop-down menu will appear to select your case opening event. (See *Figure 18). All* case opening events are titled with "New Case" in their title. If you do not see "New Case" in your selected event, DO NOT use that event for case opening.

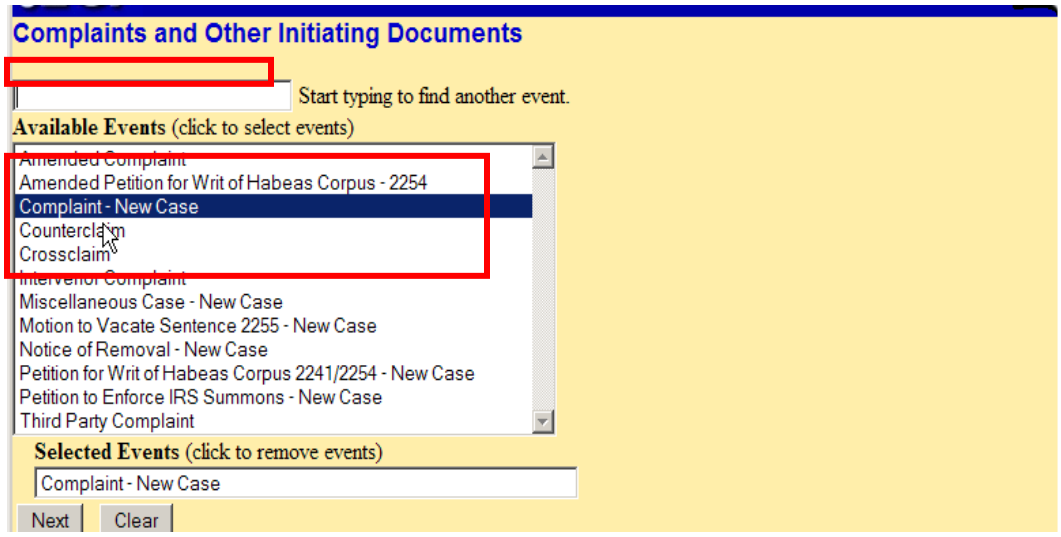


Figure 18

After selecting your event, your new case number will appear in the civil case number box. If your new case number does not appear in the box, enter the number that was assigned to your case.

Select the party filing the complaint. (See *Figure 19*). If there is more than one filer, select the names while pressing down the Control key.

Figure 19

You will then associate yourself with the filing party in the case. (See *Figure 20*). Do not uncheck the Notice box or you will not receive electronic notices of filings and court orders in the case. If you are lead counsel, you may check the box next to Lead.

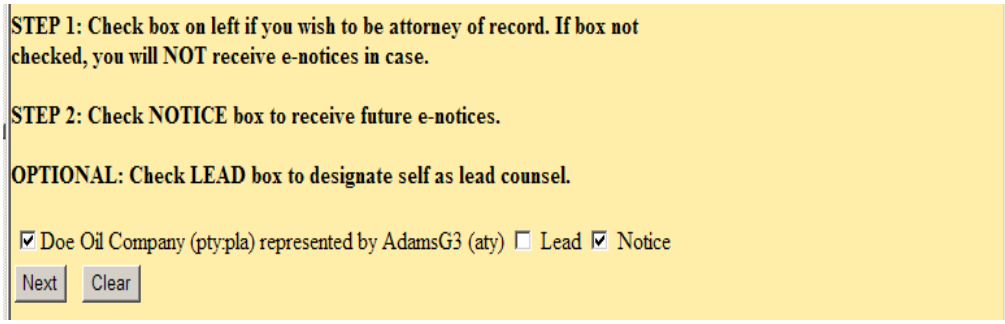


Figure 20

Select the party or parties that the complaint is against. (See *Figure 21*). Select more than one party by holding the Control key while selecting the party or select the bullet next to **All Defendants**.

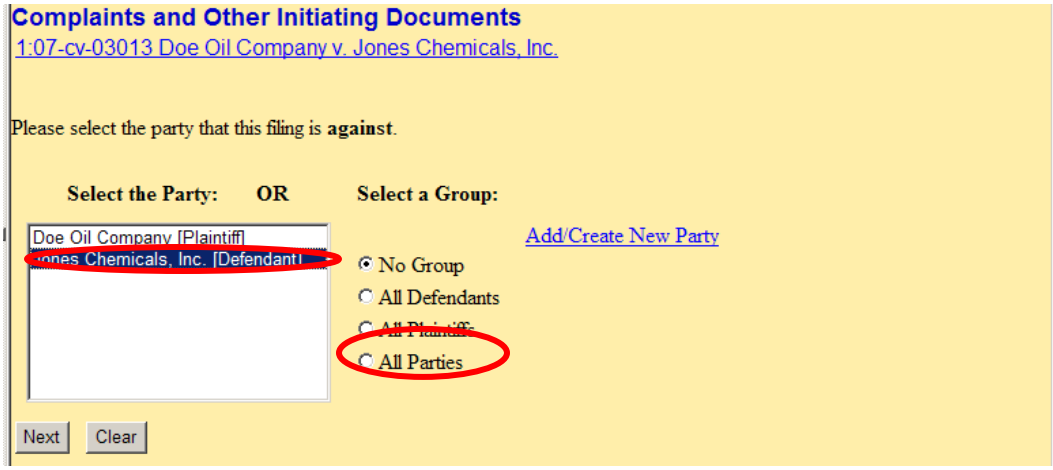


Figure 21

By clicking **[Next]** you will see a screen that lists what should be attached to your case initiating document and instructs you not to file motions, disclosure statements, or other pleadings at this time. (See *Figure 22).* Immediately after filing your case initiating document, motions, including motions to proceed in forma pauperis, disclosure statements, or other documents may be filed using the appropriate event in ECF.

On this same screen, you will attach your complaint or other case initiating document.

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

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.

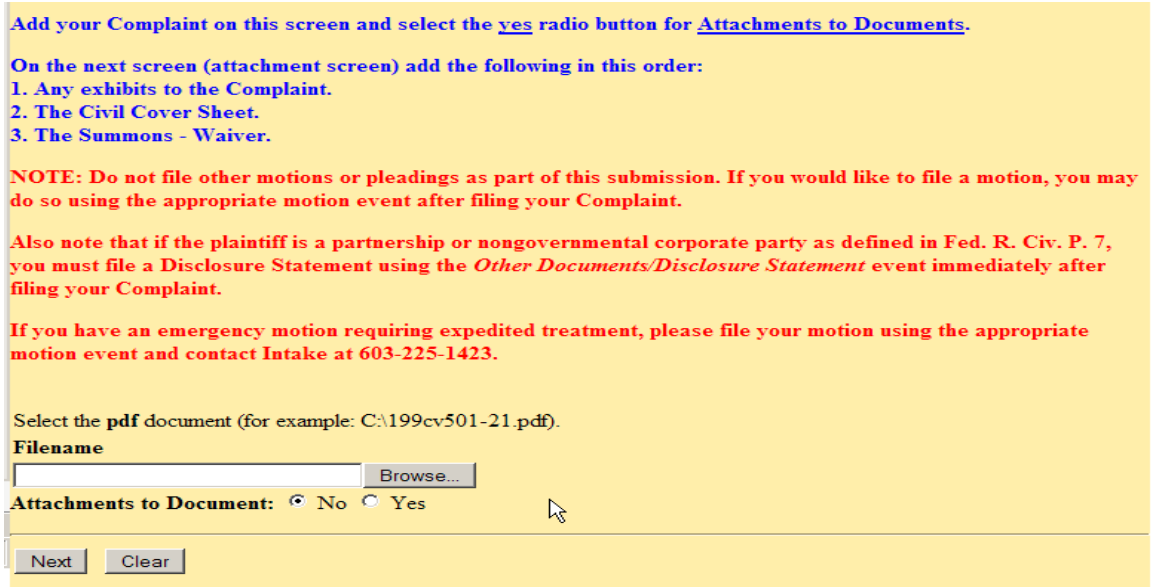


Figure 22

In order to locate the PDF version of your complaint or other case initiating document, click the **[Browse]** button.

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 23*).

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.**

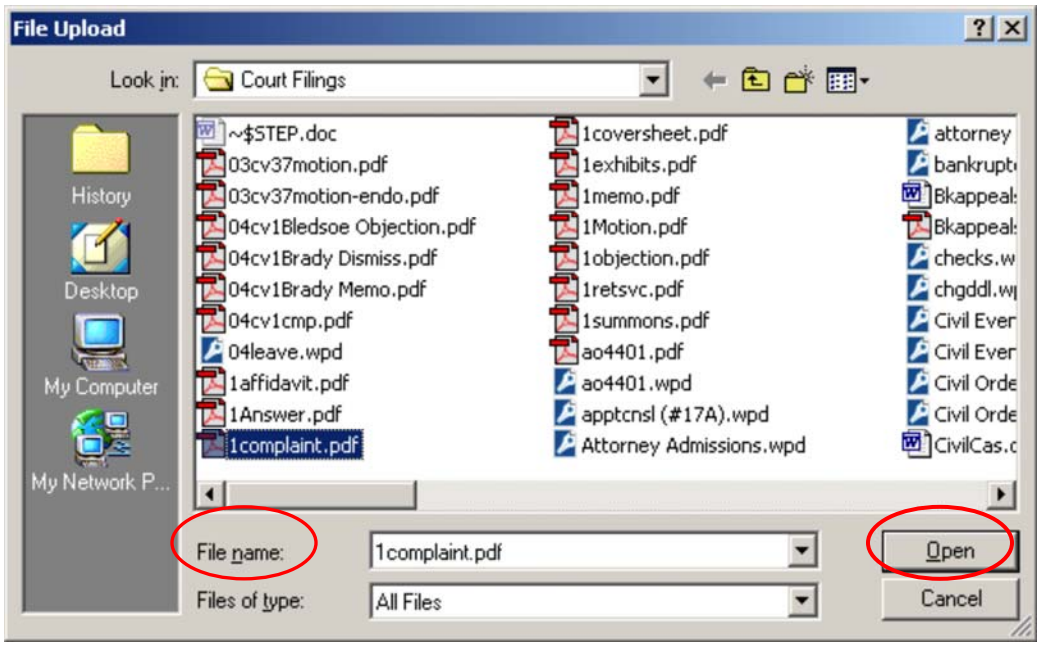


Figure 23

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 23*.

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.

As you have other documents to file along with your initial pleading (e.g. exhibits, civil cover sheet, summons or waiver of service, etc.), you must click on the **[Yes]** radio button to the right of the "Attachments to Document" option (see *Figure 22*). For specific instructions on how to file attachments, see the section entitled "Adding Attachments and Exhibits."

The next screen will ask several questions about whether you are making a jury demand and whether you are filing certain case types. (See *Figure 24*). If the answer to any of the questions is "yes", place a "y" in the box and click **[Next]**.

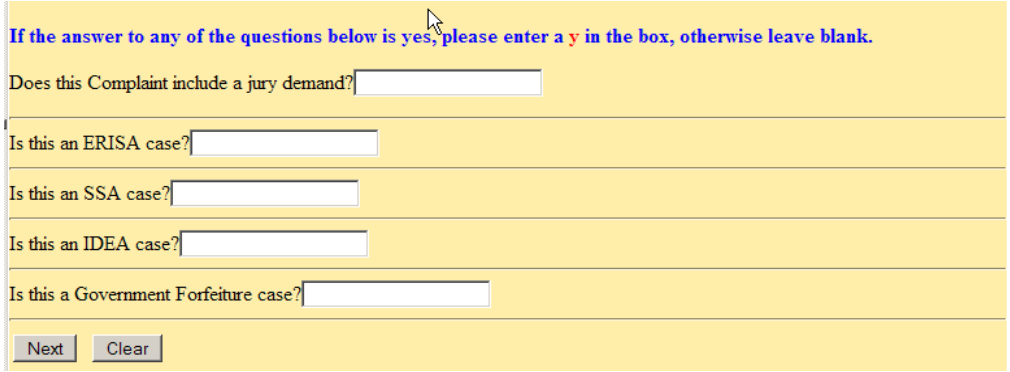


Figure 24

Internet Credit Card or ACH Debit Account Payment Using CM/ECF

The next screen asks whether you will be filing an In Forma Pauperis Motion after opening your new civil action or whether you are a US Government Attorney *(see Figure 25).* If so, enter a "y" in the box. If you do not enter a "y" on the box, you will proceed to the Internet credit card payment screens. Click on the **[Next]** button.

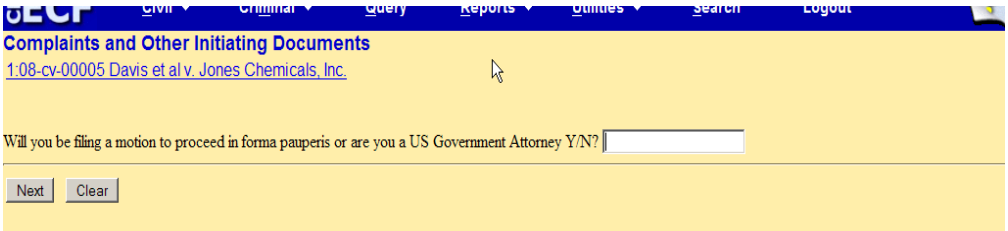


Figure 25

The next screen simply notes the applicable filing fee (see Figure 26). Click on the [Next] button.

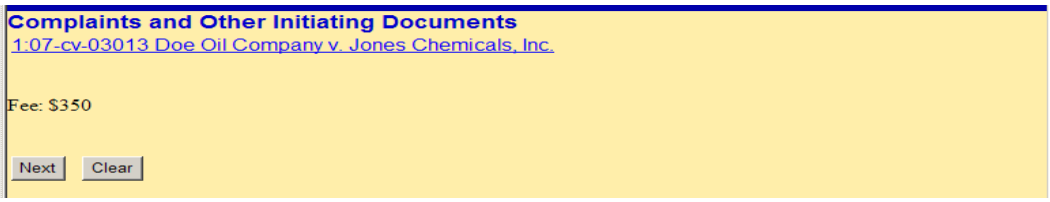


Figure 26

The next two screens call for the filer's credit card or ACH debit account information. The top of the payment information screen is used for entering ACH debit account information as shown in *Figure 27* and the bottom half of the screen is used for entering credit card information as shown in *Figure 28*. The fields marked with asterisks are required fields. For an ACH debit transaction, enter your account type, routing number, and account number and click **[Continue with ACH Payment]**. Note on the credit card section, the account holder name and billing address defaults to the user attorney's name and address but may be changed. Enter the card type, card number, security code (3

digit number that generally appears on the back of a credit card in the account holder signature box) and expiration date and click **[Continue with Plastic Card Payment]**.

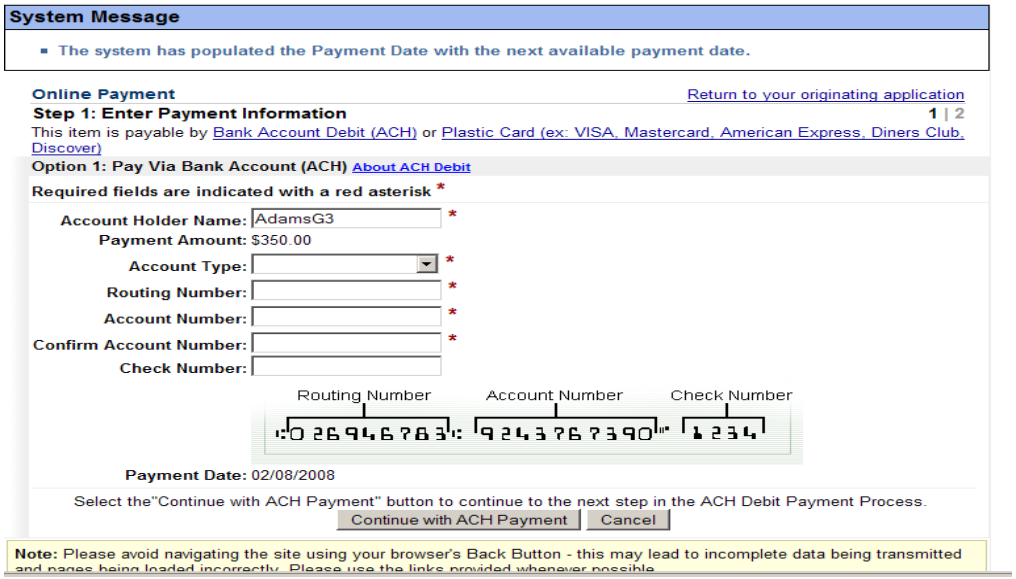


Figure 27

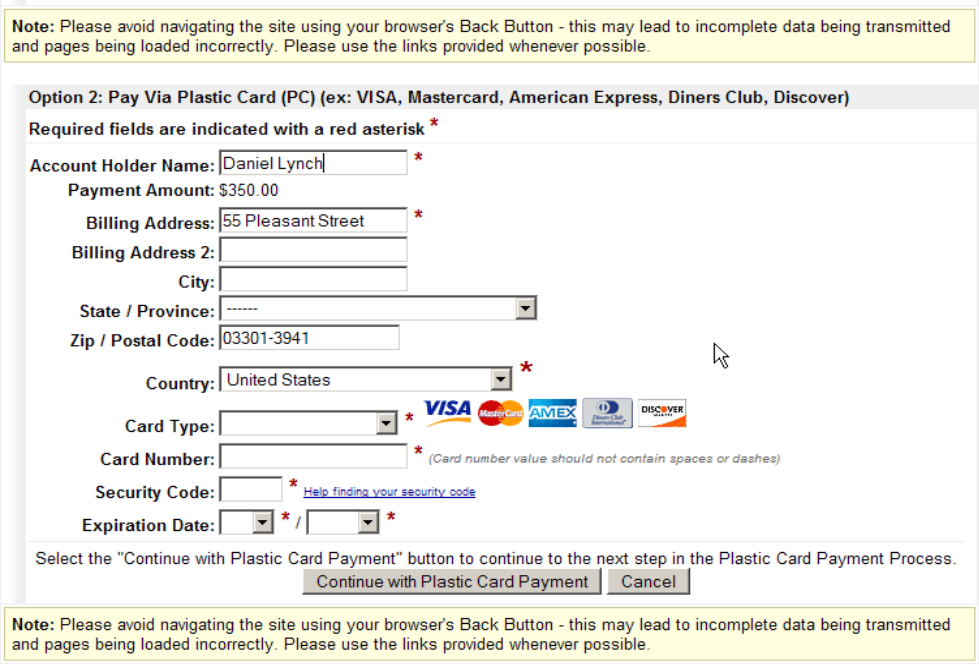


Figure 28

The filer will next see a payment screen *(see Figure 29)*. The filer can enter an email address to receive a transaction confirmation. Note that there is just one required field—the box indicating that the user authorizes the charge to the credit

card. Once the required field is checked, click on the **[Submit Payment]** button and you will be allowed to finish your electronic filing.

WARNING: If you abort this filing after clicking on **[Submit Payment]**, you will nontheless be billed for the credit card transaction. Additionally, if you hit the **[Back]** button and again proceed through the credit card screens and click on the **[Submit Payment]** button a second time, you will be billed for multiple transactions. If you are overbilled for any reason, please refer to the court's Standing Order on Refund of Fees Electronically Paid, which can be located by selecting "Opinions/Orders" on the left navigation bar on the court's website and then selecting the "Standing Orders" link.

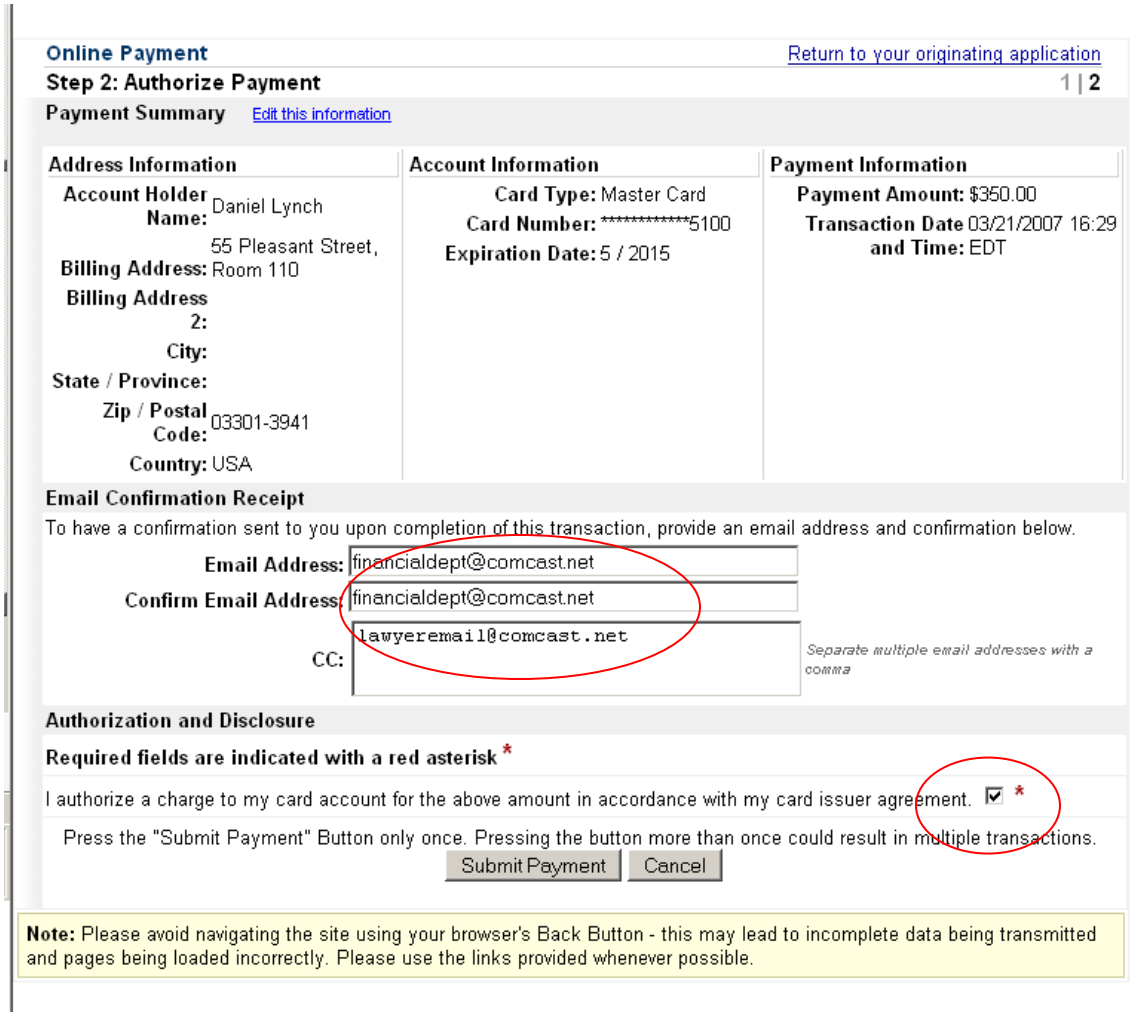


Figure 29

ECF next displays a warning message, telling the filer to continue through the next set of screens or the document will not be filed on the court's electronic docket *(see Figure 30)*. Click on the [Next] button.

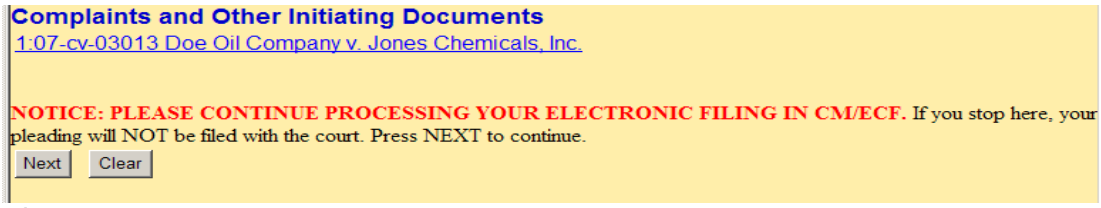


Figure 30

The next screen will ask if you have any conventionally filed documents. If you have documents you are filing conventionally, place a "y" in the box.

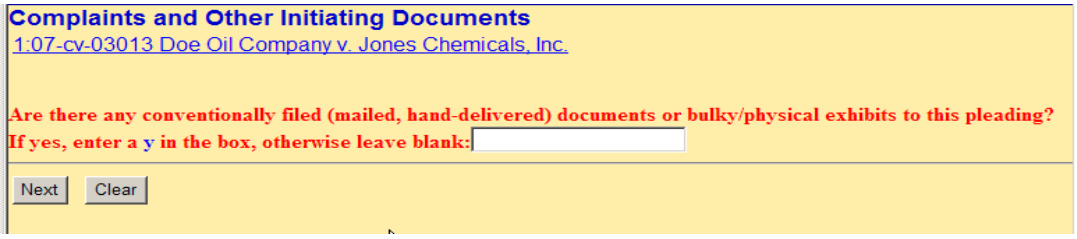


Figure 31

Submit Document for Filing

A new window appears with the complete text for the docket entry (see *Figure 32*).

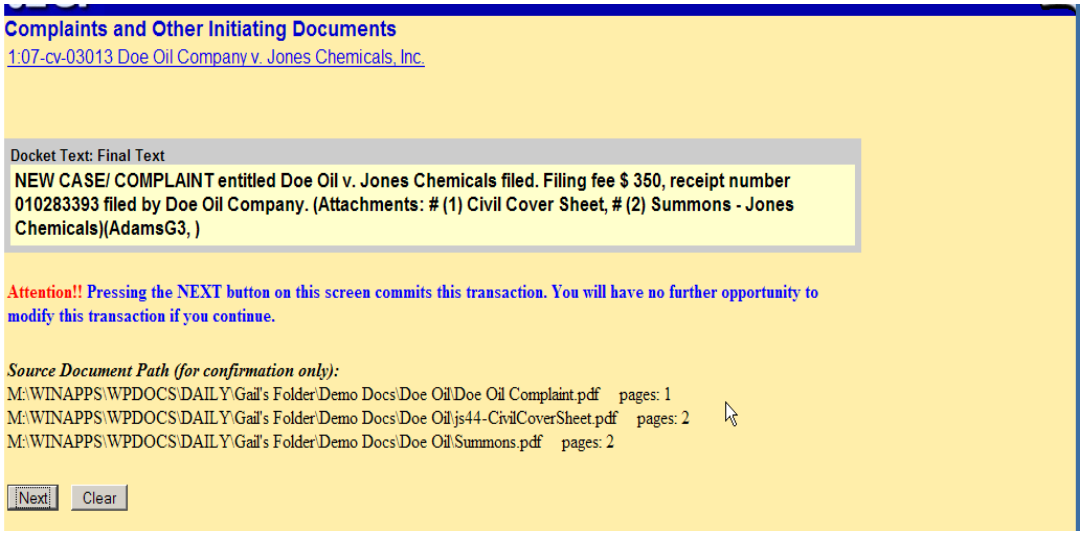


Figure 32

This screen displays the docket text that will appear with your submission. Click on the **[Next]** button to file the document.

Once the clerk's office receives your complaint or other case initiating document, a judge will be assigned.

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. These forms are available in a fillable PDF format on the court's web site.

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

Select **[Civil]** from the Blue Main Menu Bar (see *Figure 33*) at the top of the ECF screen. You have the option of using the cascading menus or continuing to use the existing static menus.

Using the cascading menu option and selecting **Motions and Related Filings/Motions** will bypass the events option screen and bring you directly to the first screen for filing your motion.

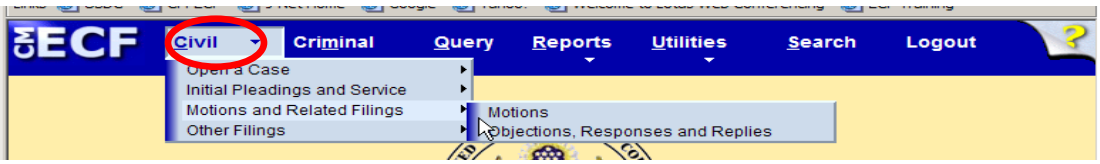


Figure 33

Select the Type of Document to File

Select **Civil** from the Blue Main Menu Bar at the top of the ECF screen (see *Figure 33*). You may select **Motion and Related Filings/Motion** from the cascading menu or select **[Civil]** on the blue menu bar which will bring you to the **Civil Events** window displaying all of the events from which you may choose for your filing (see *Figure 34*).

Figure 34

From the **Civil Events** window, click on **Motions**, under **Motions and Related Filings** in *Figure 34* and the screen depicted in *Figure 35* appears.

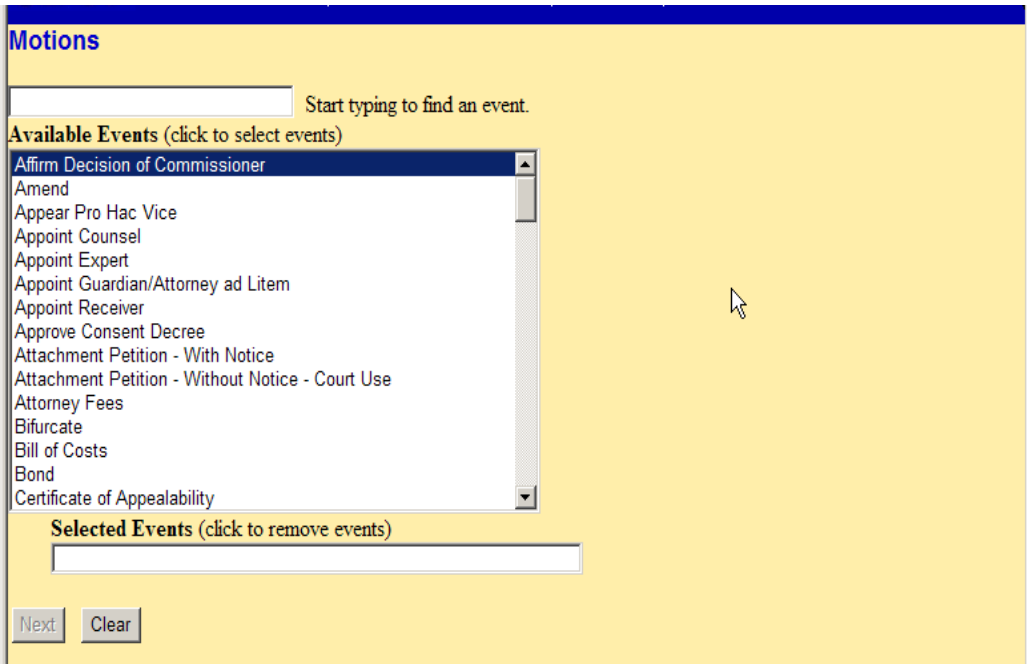


Figure 35

The Motions screen appears and displays a motions selection field with a scroll bar next to it (see *Figure 35*). Scroll through the menu until you find the type of motion you wish to file or type the first few letters of the motion type you wish to file and a list of events will appear to select the appropriate motion type as shown in *Figure 36*. If the type of motion you are filing is not listed, you may select Miscellaneous Relief and text in the type of motion.

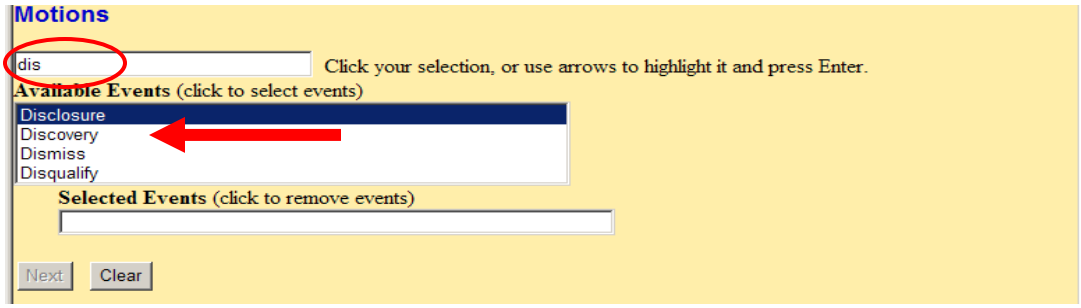


Figure 36

Note: As motions are selected, they are listed in the **Selected Events** box. Be sure to check this box before continuing. If you selected a motion that you are not filing, click the motion event in the **Selected Events** box and it will be removed from the box.

For demonstration purposes, we will file a motion to dismiss. Highlight Dismiss and click on **[Next]** (see *Figure 37*).

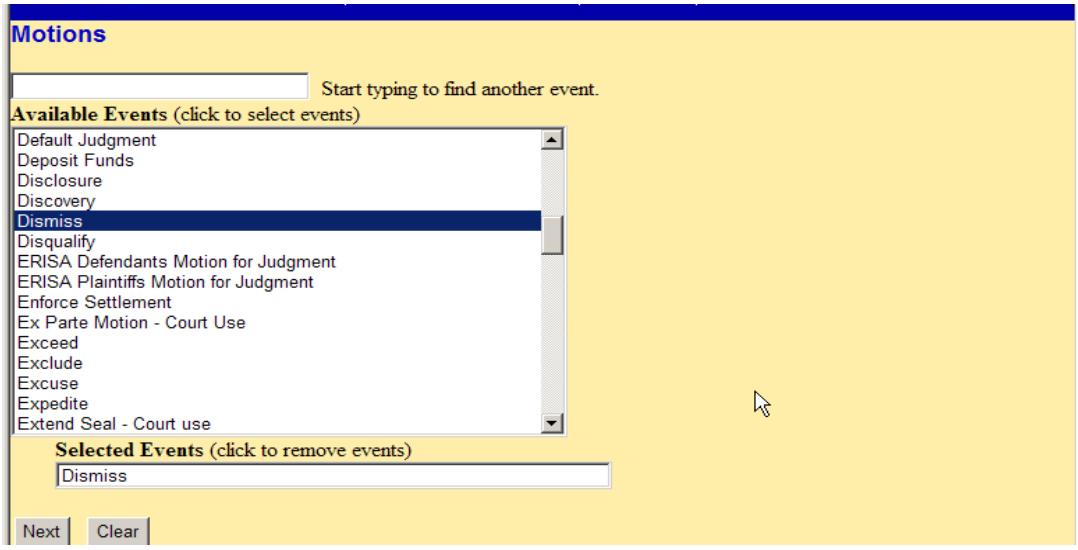


Figure 37

Enter the Case Number

A new Motions screen opens with a Case Number field (see *Figure 38*). Enter the number of the case for which you are filing a motion and click **[Find This Case]**.

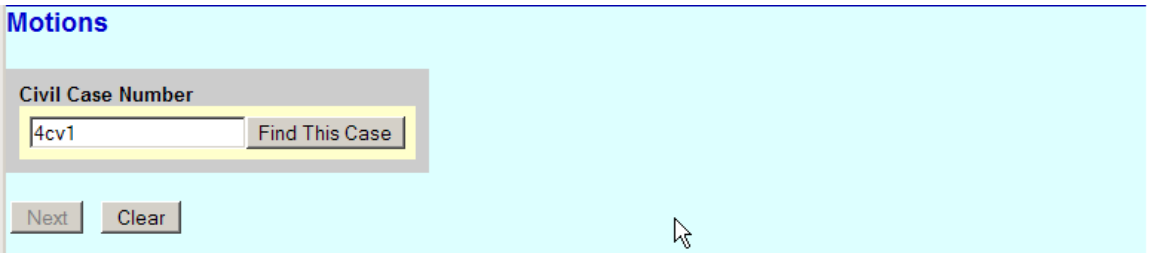


Figure 38

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 38*) where:

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

b) Enter the <case year>-<case number> (i.e. 04-1) (see *Figure 39*). The system may identify more than one case with that number (see *Figure 40*). Select the appropriate case by clicking on the box next to the case number.

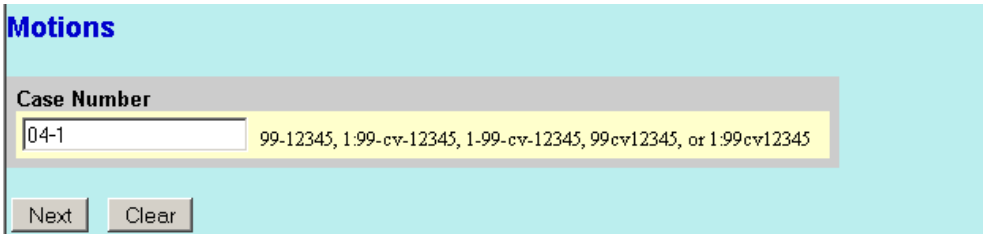


Figure 39

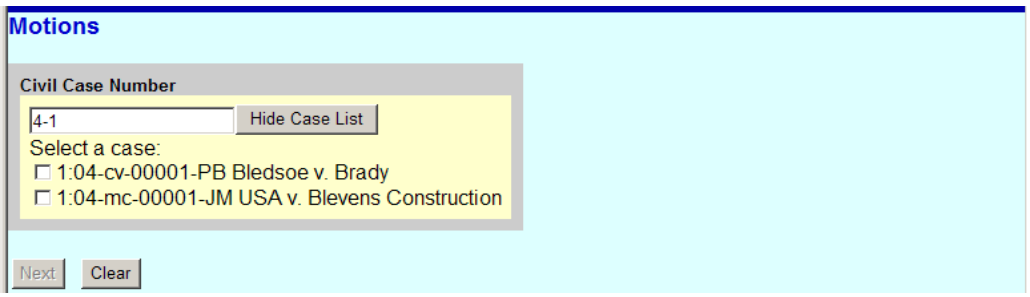


Figure 40

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 41*). 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.

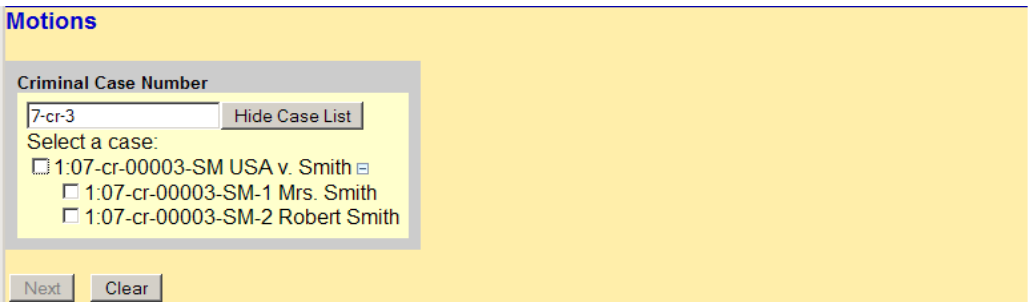


Figure 41

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 42*). 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.

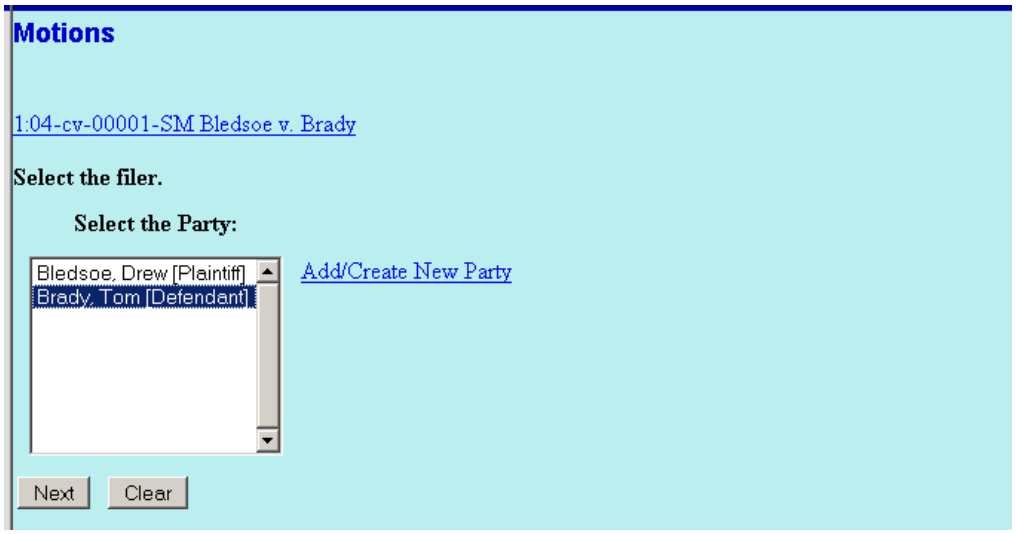


Figure 42

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."

Additionally, if you have never filed an appearance or electronic document in the case, the system will ask you to create an association between the Filing User and party filer selected. For specific instructions on how to properly create this association, see the section entitled "Attorney/Party Association."

Assented to Motion

The screen that next appears asks you two questions (see *Figure 43*). If this is an assented to motion, enter a **"y"** in the first box; otherwise leave it blank. If you are conventionally filing any exhibits as authorized by the Administrative Procedures Governing ECF (excluding sealed exhibits), enter a "y" in the second box; otherwise leave it blank. Then click on the **[Next]** button.

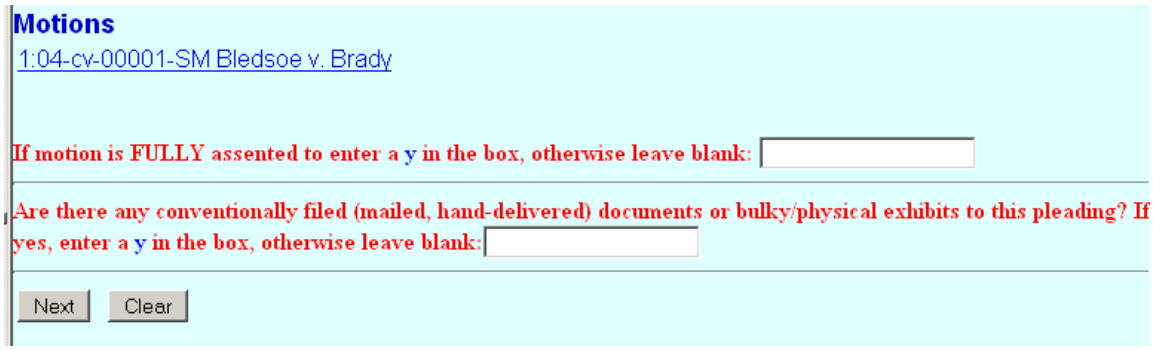


Figure 43

Select the PDF Document to be Filed

ECF next displays a field for locating and entering the PDF version of the document you are filing (see *Figure 44*).

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.

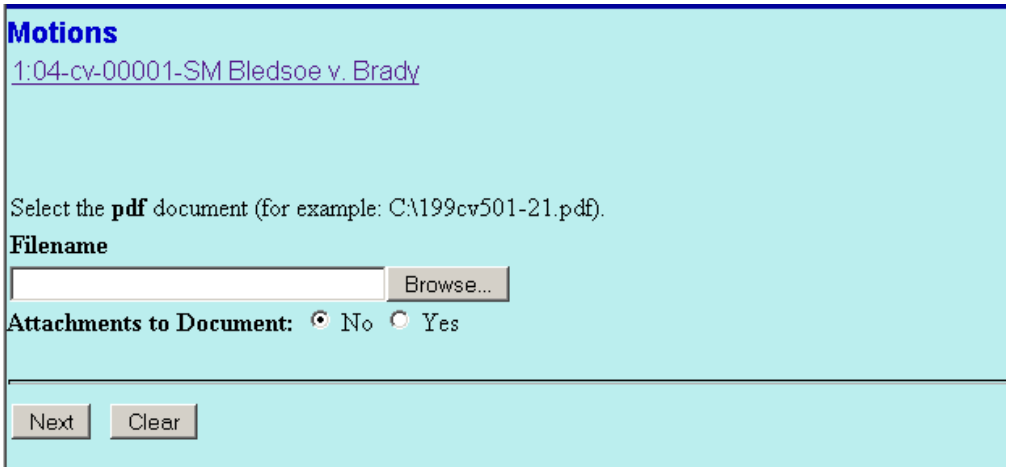


Figure 44

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

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

to:

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 45*).

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.**

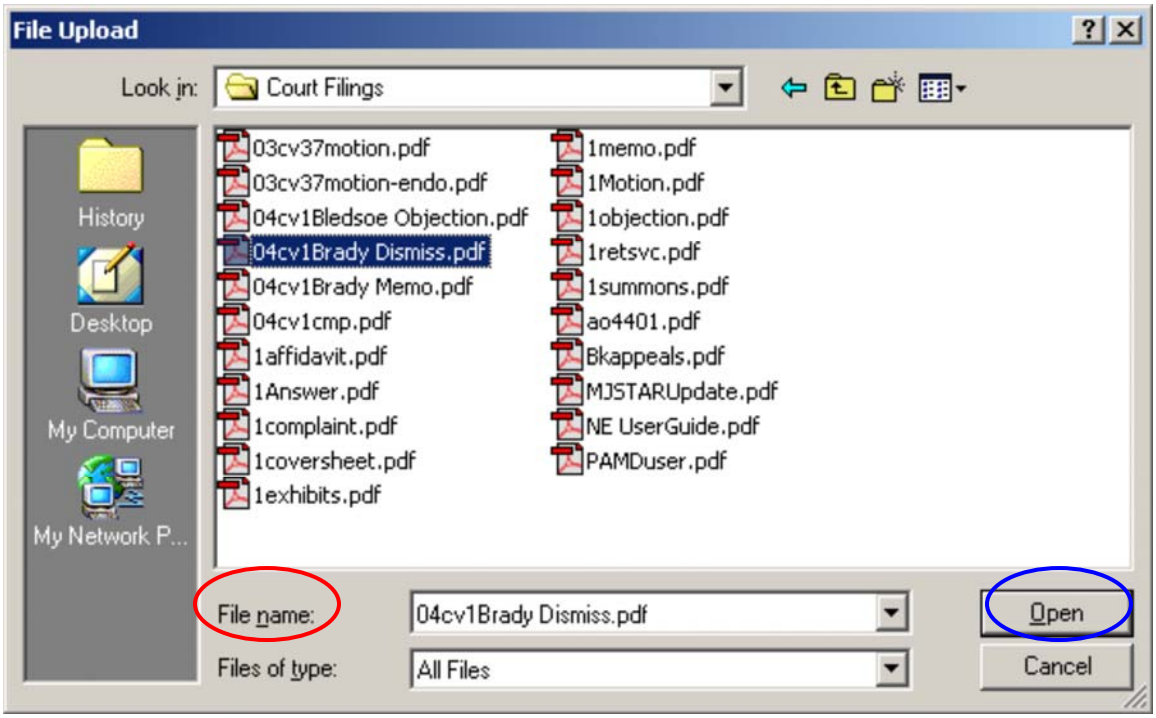


Figure 45

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 45*. ECF closes the File Upload screen and inserts the PDF file name and location in the "Filename" field depicted below (see *Figure 46*).

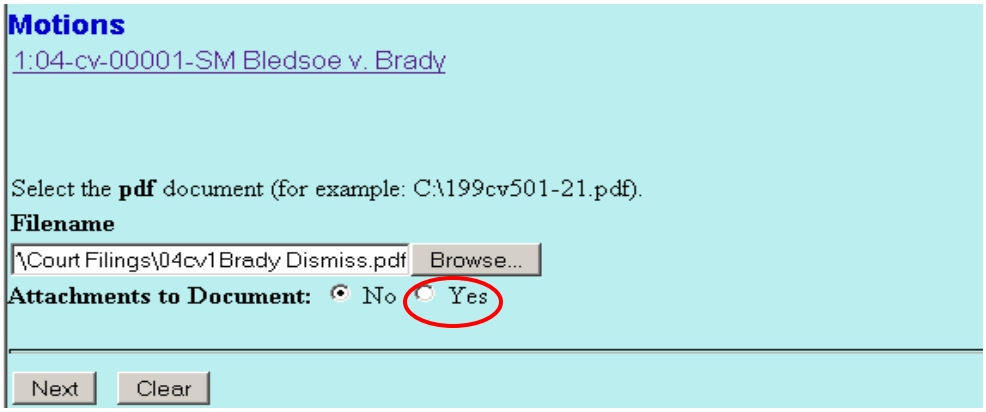


Figure 46

If there are no attachments to the motion, click on **[Next]**. If you have Attachments to your motion, you will select **[Yes]** in *Figure 46* and then click on **[Next]**. Refer to the section on the next page entitled "Adding Attachments and Exhibits."

Submitting Documents Exceeding 3 MB

ECF will not allow you to attach a document over the 3 MB size and will display the following error message if you do (see *Figure 47*). Click on the **[Back]** button and resubmit the document in separate PDF documents of less than 3 MB. Name the attachment segments as described under the section entitled "How to Add Attachments and Exhibits to Documents." If the PDF exceeds 10 MB, the document should be submitted on a compact disk rather than electronically through ECF. For instructions on how to determine the size of a document, see the section entitled "ECF Will Only Accept Documents That Do Not Exceed 3 MB."

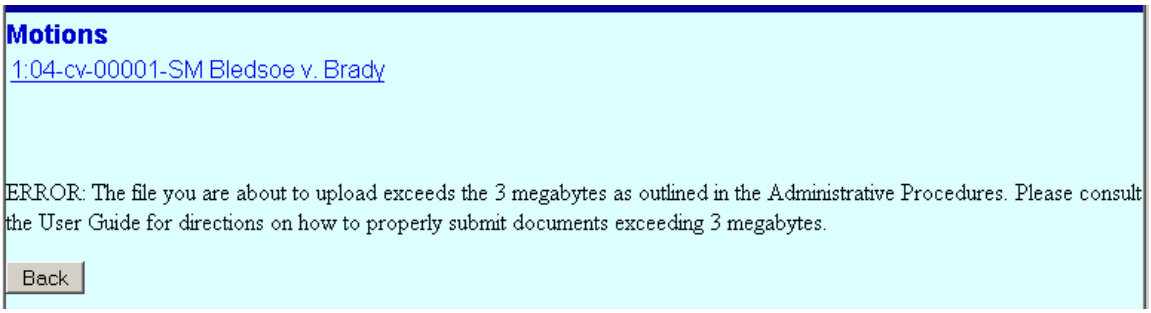


Figure 47

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 48* after you click on the **[Next]** button.

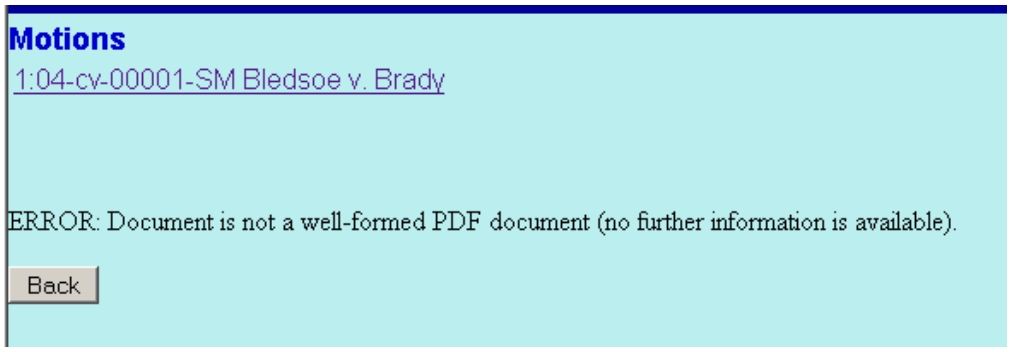


Figure 48

ECF will not permit you to submit a document 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 document 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 49*).

Figure 49

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 Exhibit

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 text searchable format unless the filer has only a paper copy of the document, in which case it may be submitted in a 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 PDF attachment, shall be individually numbered/lettered, and must have a short description of the document in the "Description" field (which should not exceed 5 words). 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 46*) when submitting the main document or pleading, a new screen appears (see *Figure 50*).

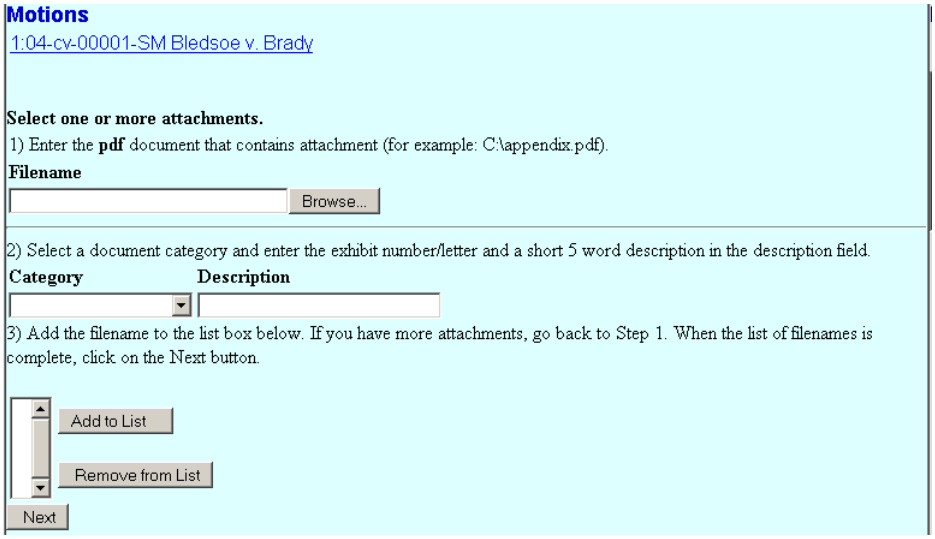


Figure 50

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 50*, you would select "Memorandum of Law" from the "Category" drop down menu and would enter nothing in the "Description" field unless needed to better describe the memorandum of law *(see Figure 51)*. After completing the "Category" and "Description" if necessary, you would click on "Add to List" to complete the attachment of the Memorandum of Law.

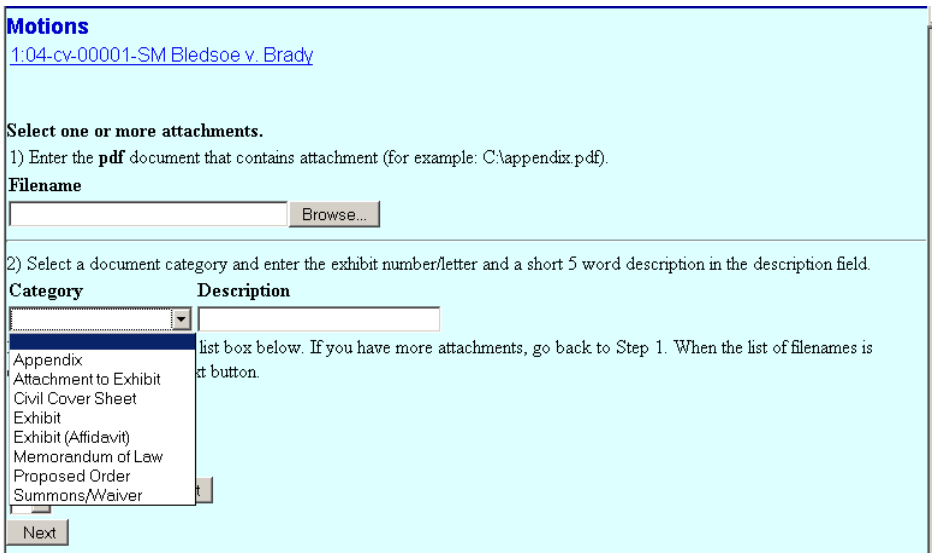


Figure 51

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 51*, you would select "Exhibit" from the "Category" drop down menu and would enter the number "1-Contract" in the "Description" field. Once completed, click on "Add to List."

Note: If your exhibit or attachment doesn't match one of the selections in the "Type" field, leave that field blank and describe the document in the "Description" field box.

Next you would attach the affidavit and its two subexhibits. After attaching the affidavit at the browse screen as shown in *Figure 51*, you would select "Exhibit (Affidavit)" from the "Category" drop down menu and would enter the number "2-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 51*, you would select "Attachment to Exhibit" from the "Category" drop down menu and would enter the number "2-A Letter Dated April 1, 2002" 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 "Category" drop down menu, you would enter the number "2-B Letter Dated May 1, 2002" 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" (a fillable PDF form on the web site) at the browse screen as shown in *Figure 51*, you would select "Exhibit" from the "Category" 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.

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

Select the document you wish to view.

Part	Description	
1	Main Document	6 pages
2	Memorandum of Law	3 pages
3	Exhibit 1-Contract	1 page
4	Exhibit (Affidavit) 2-Ted Johnson	2 pages
5	Attachment to Exhibit 2-A Letter Dated April 1, 2002	2 pages
6	Attachment to Exhibit 2-B Letter Dated May 1, 2002	2 pages
7	Exhibit 3-Notice of Conventional Filing	2 pages

Figure 52

More Than 20 Attachments

When filing a document having more than 20 attachments, you should file the main document along with any accompanying memorandum of law and the first 20 attachments using the appropriate event. After receiving the Notice of Electronic Filing for this first submission, continue filing the next 20 exhibits or attachments using the **Exhibit** event. Continue this process until all of your exhibits are filed. Below are step-by-step instructions explaining how you would submit pleadings having more than 20 exhibits.

First, as noted above, after receiving the Notice of Electronic Filing for the first submission containing the first 20 exhibits/attachments, continue filing the next 20 attachments (or remaining attachments, if less than 20) using the **Exhibit** event, which can be located by selecting **Other Documents** under the heading "Other Filings." When you get to the main document browse screen, browse out and attach the next sequential attachment (e.g. exhibit 21) as the main document, select the **[Yes]** radio button to attach additional exhibits/attachments and then click **[Next]**. (*Figure 53*). NOTE: Remember that at this point the motion, memorandum of law and the first 20 exhibits/attachments have already been filed with the court—you should not file them again as part of this submission.

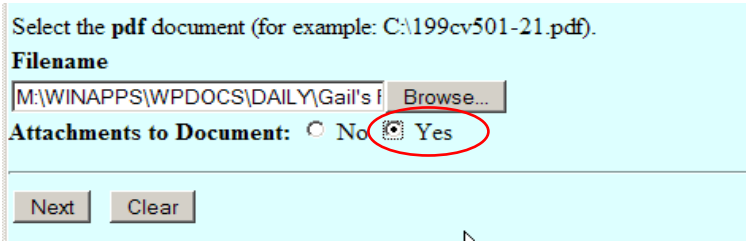


Figure 53

Continue attaching the remaining attachments (but again do not exceed 20 per submission), describing and numbering each as previously discussed in the section entitled **Adding Attachments and Exhibits**.

After attaching your exhibits/attachments, the system displays a screen to allow you to link the attachments to the previously filed entry containing your pleading and first set of attachments. Put a check in the box and select **[Next]**.

The next screen will display the docket text for this filing and contains a free form text field. *(Figure 54)*. In the free form text box next to the right of the word "Exhibit," type the exhibit or attachment number and description for the attachment that was attached as the main document and click **[Next]**. *(see Figure 54*).

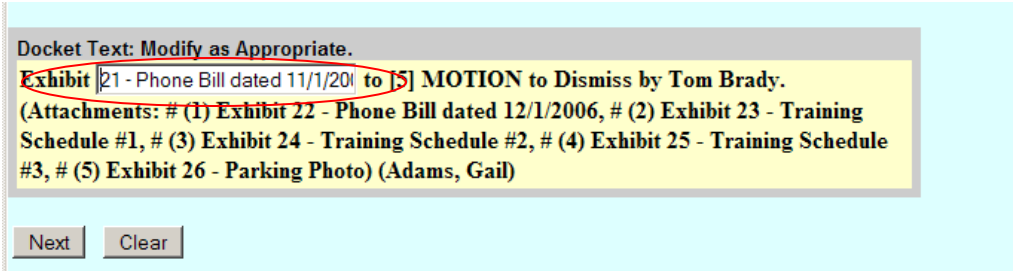


Figure 54

NOTE: If the second filing contains 20 attachments, and you have more to file, follow this same procedure until all of the attachments are filed with the court.

Follow up Deadline

After selecting your PDF document, the follow up deadline screen appears (see *Figure 55*) unless it is an assented to motion where you put a "y" in the appropriate box on a previous screen (see *Figure 43*).

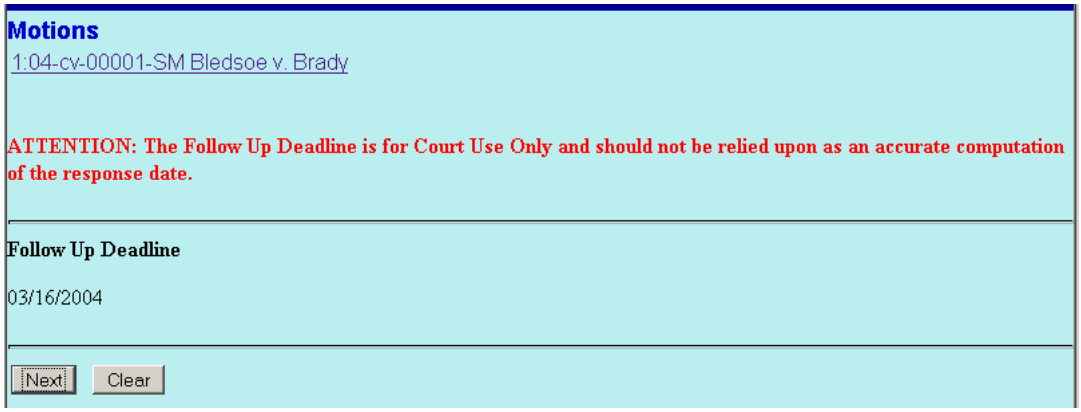


Figure 55

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 56*).

Click on the drop down arrow to add any appropriate modifier to the motion (i.e. "partially assented to," " amended," etc.) or leave the field blank.

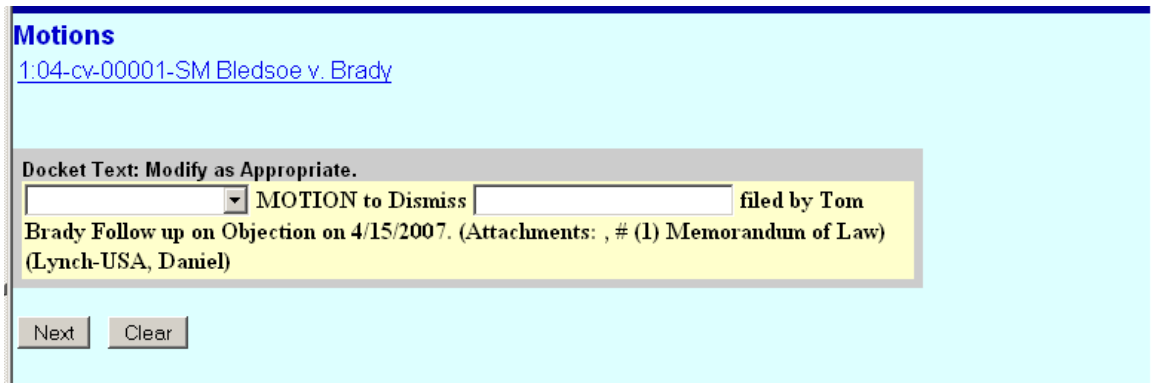


Figure 56

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

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 57*).

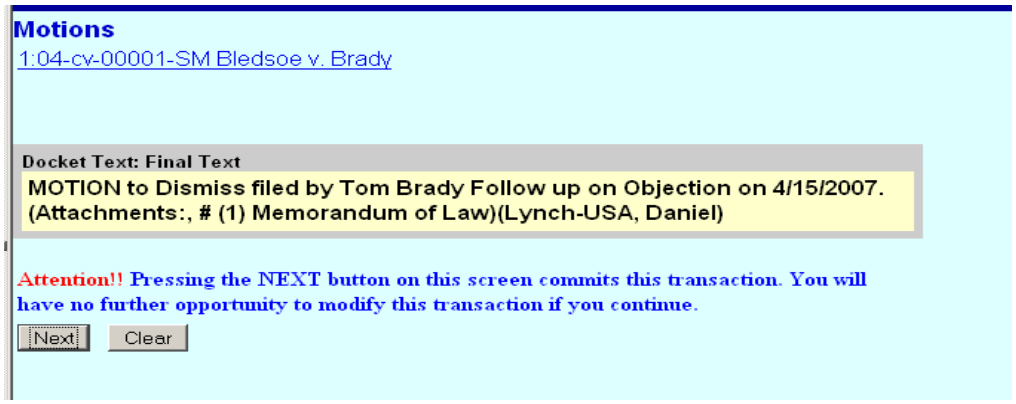


Figure 57

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 54* 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. Note that clicking on the **[Clear]** button does not abort the transaction.

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 58*).

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.

NOTE: If you click on the case number or document number hyperlink on the Notice of Electronic Filing screen, you will be asked to enter your PACER login and password and you will be chaged a fee. Your free version of the document is contained in the email notification of filing that you will receive in your personal email box.

U.S. District Court

District of New Hampshire

Notice of Electronic Filing

PLEASE NOTE: Attorneys who have registered for Electronic Case Filing (ECF) will receive an e-mail copy of these Notices in their cases when any case activity occurs, regardless of whether the case is designated for ECF or not. Unless your case is designated for Electronic Case Filing, all hyperlinked orders are for informational purposes only and the official record is the signed paper version of the document on file in the clerk's office.

The following transaction was received from cm, entered on 6/6/2005 at 9:53 AM EDT and filed on 6/6/2005

Case Name: Bledsoe v. Brady
Case Number: 1:04-cv-1
Filer: Drew Bledsoe
Document Number: 72

Docket Text:
MOTION to Appoint Receiver filed by Drew Bledsoe. Follow up on Objection on 6/26/2005 (cm,)

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

Larry P. Beetle cathy_macewan@nhd.uscourts.gov

Daniel J. Lynch daniel_lynch@nhd.uscourts.gov

1:04-cv-1 Notice will be delivered by other means to:

Randall P. MacMurphy
Sweet & MacMurphy, PLLC
98 North Rd
Deerfield, NH 03037

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

Figure 58

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.

Attorneys of record and other recipients in their ECF accounts who receive email notification of an electronic filing, including the filer, will receive one “free look” at the document. To access the document, the recipeint should click 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. 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 social security and civil asset forfeiture cases, only attorneys of record can receive documents via the NEF. Individuals who receive electronic notification of a filing in a social security or civil asset forfeiture 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, to confirm their status as attorney of record, and then their PACER login and password. 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 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, 2254 Habeas Petition, Designated Case** or **Counterclaim**, 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 59*). Highlight the party who is filing the answer, then click the **[Next]** button.

Figure 59

Attorney/Party Association

If you have not previously filed an appearance in the case, the system will display the **Attorney/Party Association** screen (see *Figure 60*).

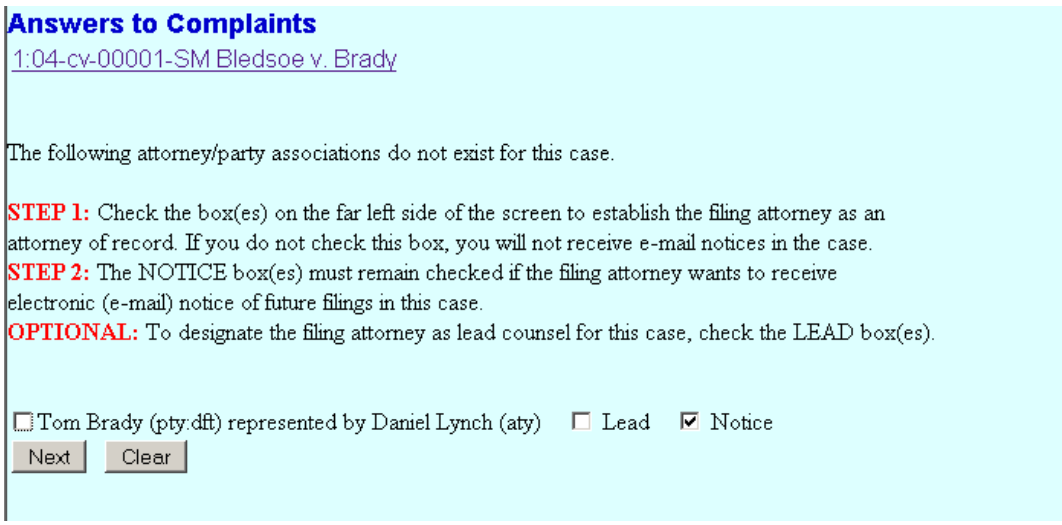


Figure 60

In this case Tom Brady is represented by Daniel Lynch. By clicking in the box to the left of the party's name an association between the party and attorney will be created in the system and you are effectively entering an appearance in the case. **The box next to the "Notice" designation is checked by default; you must leave this checked if you want to receive email notices of future filings in the case.** By clicking in the box next to the "Lead" designation, your name will appear as lead counsel on the docket sheet. After making the association, click on the **[Next]** button.

The system will then display the **Complaint selection** screen (see *Figure 61*).

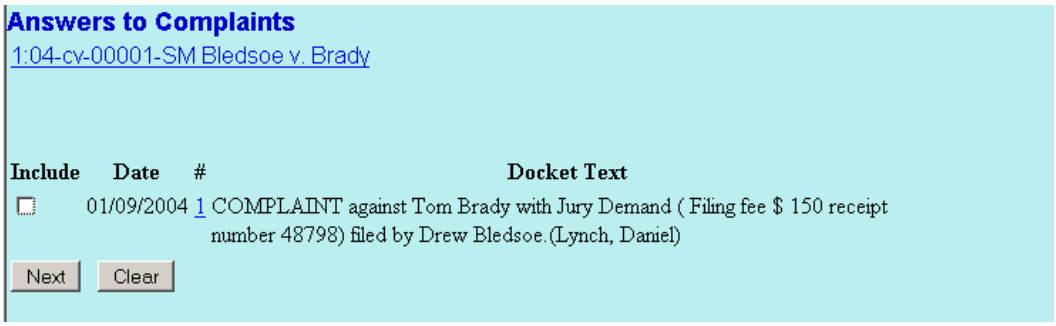


Figure 61

This screen lists all complaints and claims. On this screen you tell the system the complaint to which this answer is in response. 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 entitled **Select the PDF Document to be Filed**, the system will then display the **Select the PDF Document** screen for you to submit 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 62*) on which you should indicate whether the answer includes a counterclaim, cross-claim, or third party complaint.

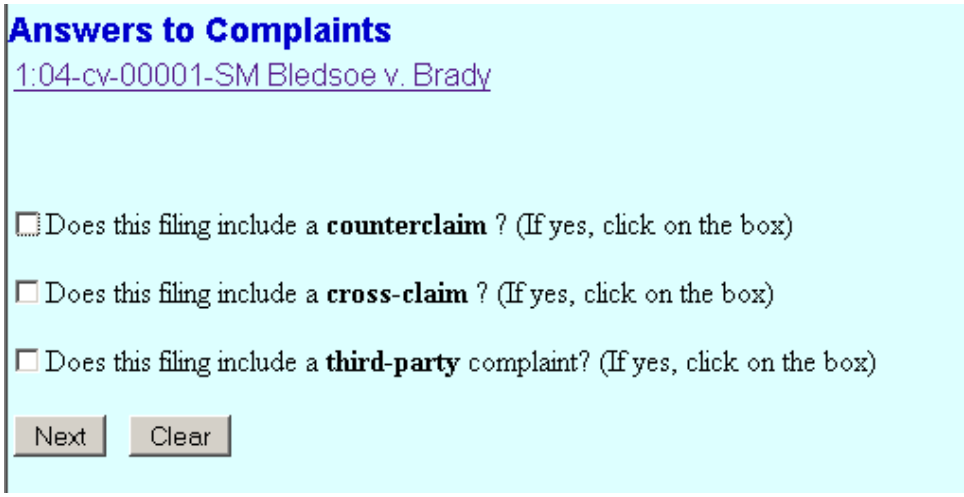


Figure 62

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 and click on **[Next]**. 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 filing a third party complaint, you will need to add the third party defendant to the case. For information on how to add a party to the case, see the section entitled **Add/Create a New Party**. If the

answer does not contain or include any of these types of claims, leave the check boxes unchecked and click on 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 the party against whom the counterclaim is filed (see *Figure 63*).

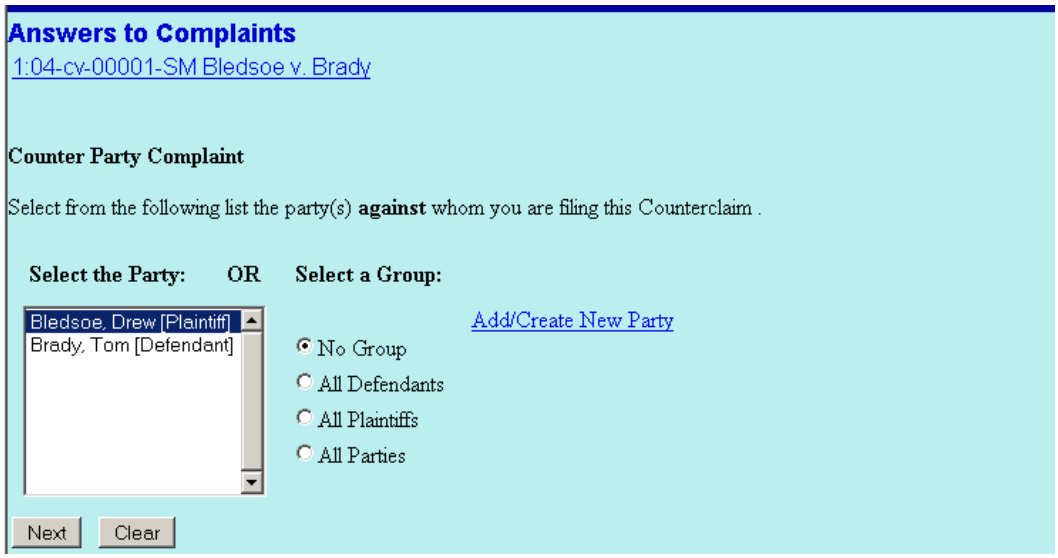


Figure 63

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 ask whether the answer includes a jury demand (see *Figure 64*). If it does, enter a "y" in the box; otherwise you would leave it blank. Then click on the **[Next]** button.

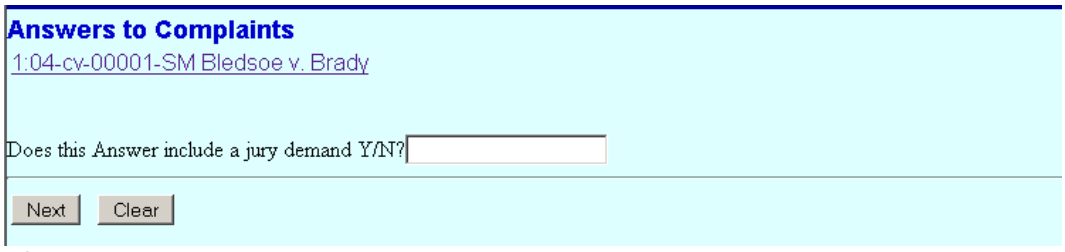


Figure 64

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

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 62*). In some instances, your client may not yet be entered into the case and, thus, is not available for seletion in the list of parties. This most commonly occurs when a non-party seeks to file a motion in a case, such as a motion to quash or a motion to file an amicus brief. In some instances ECF will ask you to select the party against whom you are filing the document, such as when you are filing a third party complaint, and the party also may not appear in the list for selection.

Figure 65

In those rare instances 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** *(see Figure 65)*. The screen depicted in *Figure 66* will appear.

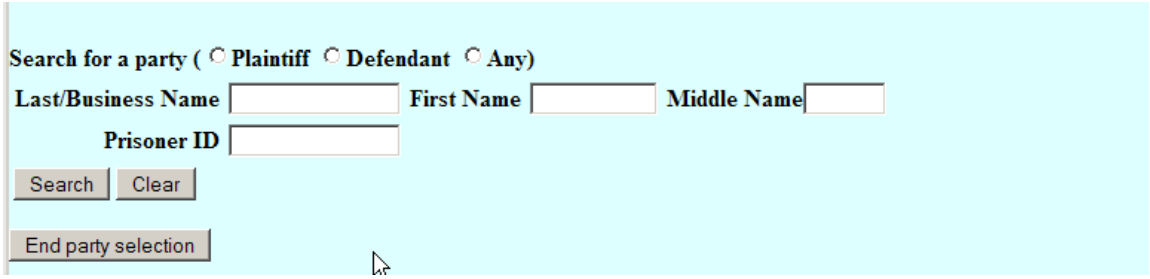


Figure 66

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 66* and 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 67*).

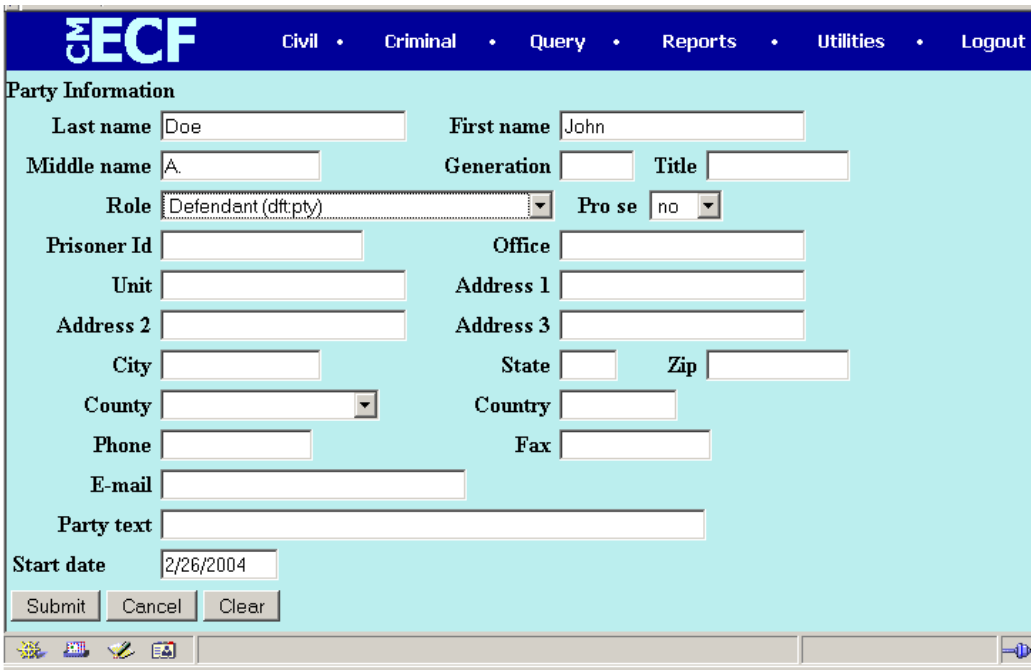


Figure 67

On this screen enter date in the following fields only and leave all other fields blank: **Last Name**; **First Name**; **Middle Name**; **Generation**; and **Role**.

When entering party information, please comply with the following:

If party is a/an:

- **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.).
- **Role**: Choose the appropriate **Role** from the drop down list. (**Note:** The Role field defaults to "Defendant"—change to different role if appropriate).

After entering the party information, click on **[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 68*:

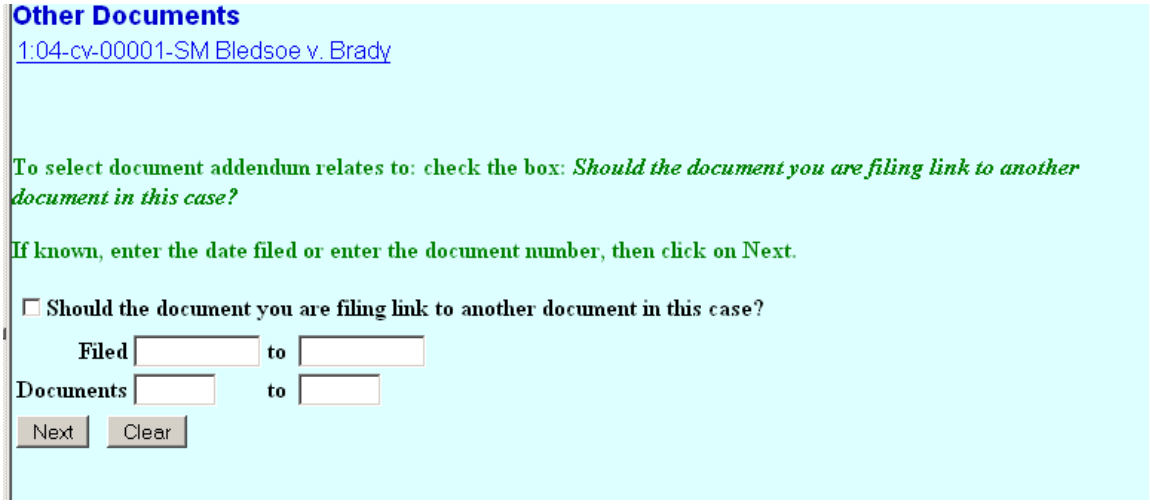


Figure 68

To link the document you are currently filing to a previously filed document, check the box in front of **“Should the document you are filing link to another document in the case?”** 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.

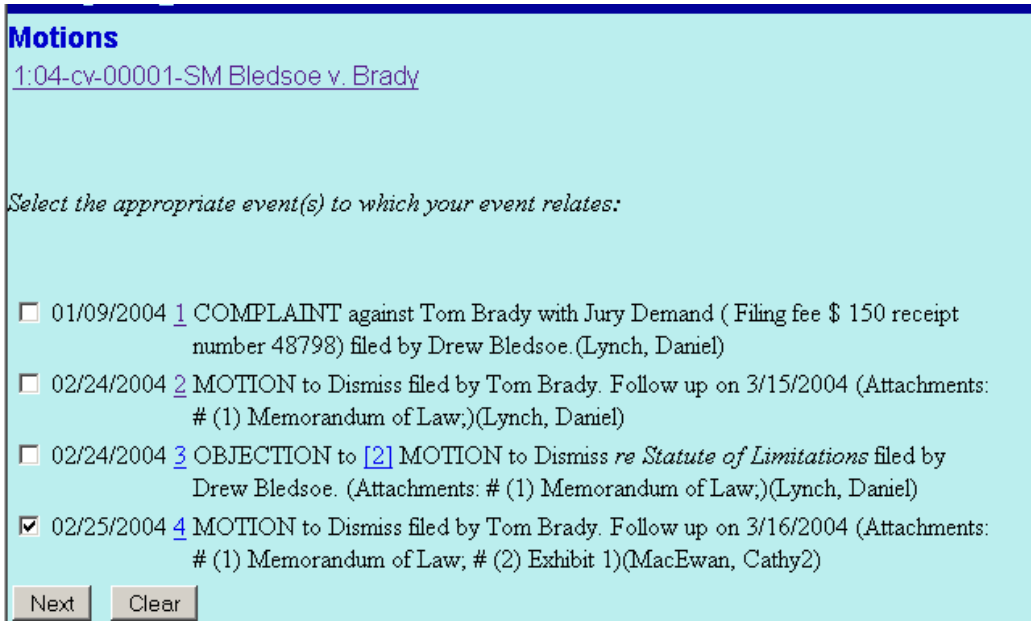


Figure 69

You are now presented with a list of documents to link to (see *Figure 69*). Click in the box next to the document to be linked and a checkmark will appear (in this instance we want to file an addendum to 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 have a filing fee and, as a result, may be filed either on paper or electronically using the ECF credit card or ACH debit account payment module. If you do not want to pay by credit card or ACH debit account over the internet, then you must file the pro hac vice motion in paper.

NOTE: If filing electronically, please note the following. First, the pro hac vice motion should not be filed electroncially with the complaint. Rather, once a new case is opened, the filer may electronically submit the pro hac vice motion. Second, note that due to the limitations of the CM/ECF system, the filer must submit a separate motion for each attorney whose admission is sought pro hac vice and may not request the admission of multiple attorneys in one submission.

To file electronically, select the event **Appear Pro Hac Vice** under the heading **Motions**. After you browse and add the motion and affidavit in support, you will be asked to enter the name of the attorney appearing pro hac vice. When you enter the attorney's name it is for docket text purposes only. The attorney will be added to the case by clerk's office staff. During the filing process, the internet credit card payment screens will appear. For instructions on how to complete those screens, please see the section entitled **Internet Credit Card or ACH debit Payment Using CM/ECF**. Once you have submitted payment, you will continue processing your electronic filing in CM/ECF.

Unless the pro hac vice attorney has already received an ECF login and password for the District of New Hampshire CM/ECF system, the Administrative Procedures for

ECF require they obtain one. If the pro hac vice attorney is not yet registered, we recommend they register online after the motion is granted by the court. For information on the registration process and procedure, please refer to the section entitled **Eligibility, Registration and Passwords**.

Motions for Leave to File

When filing a Motion for Leave to File any particular document, you should attached the document you are seeking leave to file as an attachment to the Motion For Leave to File. If the motion is granted, the court's order will instruct you to refile the pleading attached to the Motion for Leave to File using the appropriate event in CM/ECF. For example, if the court granted a Motion for Leave to File an Amended Complaint, filer would refile the Amended Complaint using the **Amended Complaint** event under **Complaints and Other Initiating Documents**.

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.

Filing for Another Attorney. An attorney/Filing User may use their ECF login and password to file for another attorney/Filing User from the same firm; but an attorney may **not** use their ECF login and password to electronically file documents for an attorney who has not registered to obtain an ECF login and password. The ECF Administrative Procedures require that the name of the ECF user under whose login and password the document is submitted must be preceded by a "/s/" and typed in the space where the signature would otherwise appear. Thus, if Attorney A uses their own ECF login and password to file a document in a case for Attorney B, who is also a Filing User, the "/s/ Typed Name" block should contain Attorney A's name. For example, the "/s/" line would read "/s/ Attorney A for", with Attorney B's name appearing below the signature line.

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. If you do not have a scanner, please note that the court has a public scanner for your use.

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, shall be individually numbered/lettered and shall include a short description not to exceed 5 words. 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 required 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. 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 72 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.

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. Similarly, if a deadline is established in a written court order, counsel are cautioned not to rely on deadlines within a docket entry but should refer to the underlying PDF order to determine the appropriate deadline 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, Fed. R. Civ. P. 5.2 and Fed. R. Crim P. 49.1 require 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;

4) Financial account numbers: Identify the type of account and the financial institution, but use only the last four numbers of the account number; and

5) In criminal cases, home addresses must also be redacted.

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(d), 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: [Insert Date]

/s/ [Insert Name of Password Registrant]
[Insert Name of Password Registrant]
Bar No. [xxxx]
[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:

- Return of Service Documents
- Documents Signed by Defendants
- Violations of Supervised Release/Probation
- Exhibit Lists
- Jury Verdicts/Questions
- CJA 20 Appointments

Civil/Miscellaneous Cases:

- Administrative Inspection Warrants
- Exhibit Lists
- Jury Verdicts/Questions

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

Criminal:

- Grand Jury Matters
- CJA Vouchers and Supporting Materials
- Juvenile Matters

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

Sealed Cases

Documents in sealed cases shall be conventionally filed.

Sealed Documents in Public Cases

If an entire submission, which includes the main document and any accompanying memorandum of law and attachments/exhibits, is sought to be filed under seal, the entire submission shall be conventionally filed. AP 3.3(b)(1). No Notice of Conventional filing should be electronically filed in this circumstance. Id. The filer must also contemporaneously provide the court with a 3.5 floppy or compact disk of the main document and any accompanying memorandum of law or exhibits as separate documents in PDF format, which shall be named and organized in a manner that clearly identifies each document. Id.

If the filing contains both sealed and unsealed documents, the submission shall be electronically filed and a Notice of Conventional Filing shall be inserted in the place where the sealed document(s) would otherwise have appeared on the electronic docket. AP 3.3(b)(2). The documents sought to be sealed shall be conventionally filed within 72 hours of the electronic submission and contemporaneously produced on a 3.5 floppy or compact disk as separate documents in PDF format, which shall be named and organized in a manner that clearly identifies each document. Id.

Motions to Seal

All motions to seal should be conventionally filed. AP 3.3 (c).

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

Should you make an error when submitting an electronic filing, 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, you may refile the document. In the docket text of the new entry add the following text: **"(Replaces document no. ##.)" -** except in the case of a wrong case number. 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

In order to run a Query, you must first log in using your PACER login and password. Once you have logged in, click on the **Query** option on the blue menu bar. The screen shown in Figure 70 will appear.

NOTE: If you are counsel of record in a social security and would like to access the electronic docket for a case, you would first enter counsel of records ECF login and password, click on the **Query** option on the blue menu bar, and then enter your PACER login and password when prompted. If you are counsel of record in an Asset Forfeiture case filed before 12/1/2008, you would follow the same procedure as outlined above for viewing social security cases. Because PACER access to these types of cases is limited to counsel of record, entering the attorney's ECF login and password first allows the system to recognize the attorney as a person entitled to access the docket sheet. Asset forfeiture cases filed after 12/1/2008 are available to all PACER users.

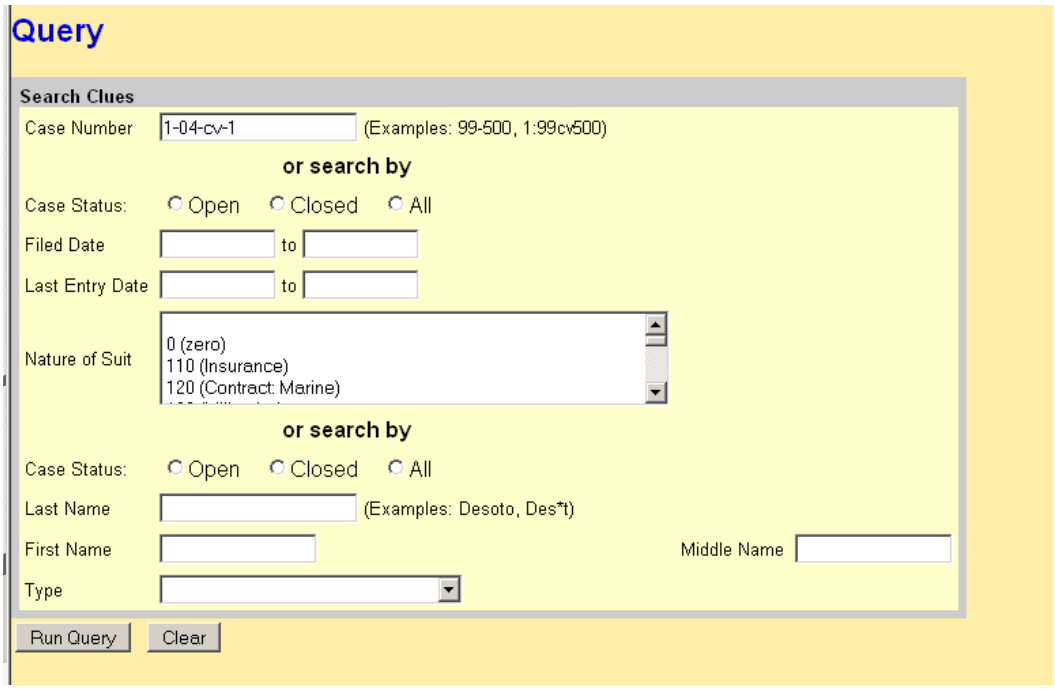


Figure 70

After you enter your case number in the **Case Number** field, you will see the screen depicted in *Figure 71*.

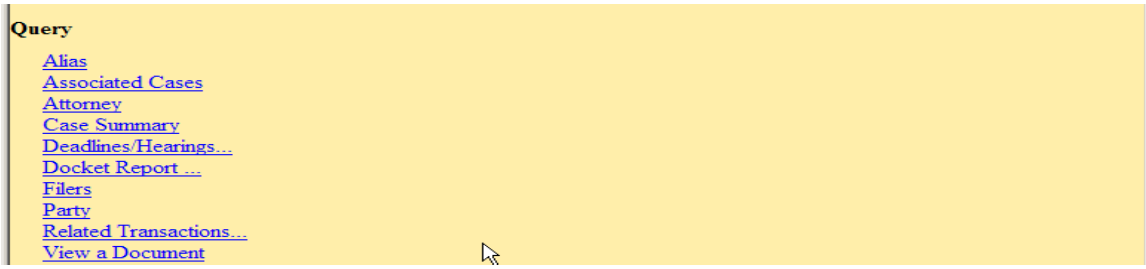


Figure 71

Below is an explaination of the information accessible from some of the links shown in *Figure 71*.

Docket Report

When you select **Docket Report**, ECF opens the Docket Sheet screen as shown in *Figure 72*.

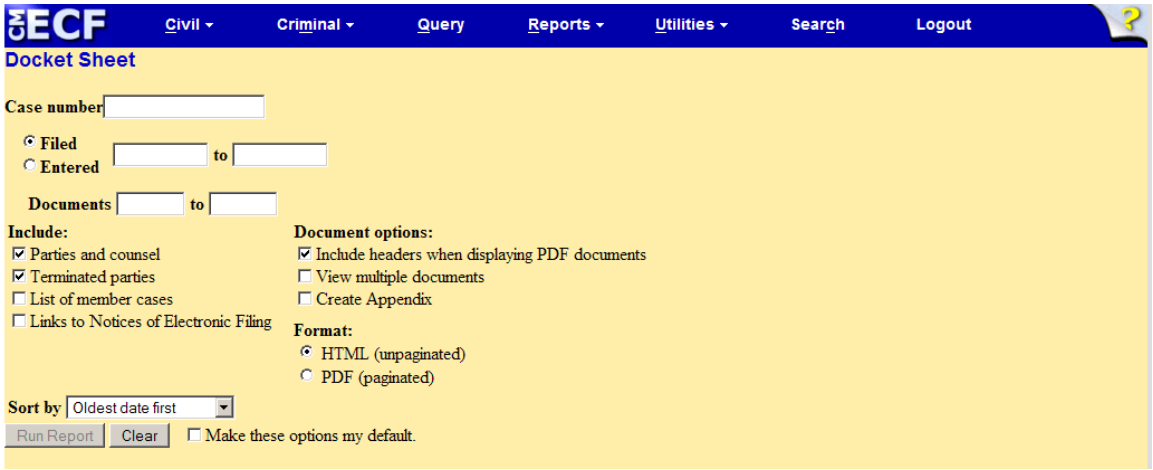


Figure 72

Filed/Entered Fields: You may 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.

Document Field: 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 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.

If you check **Include list of member cases,** you will see any member or related case numbers.

If you check the box **Include PDF headers**, electronic documents that you open will contain a header listing the case number, the document number and the date the document was filed.

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

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 73*).

Date Filed	#	Docket Text
01/02/2004	1	NOTICE OF REMOVAL with Jury Demand from Merrimack County Superior Court, case number 03-C-660. (Filing fee $ 150, receipt number 024715) filed by Pro Con Incorporated. Answer due by 1/22/2004. State Court Record due by 1/12/2004.(jeb,) (Entered: 01/07/2004)

Figure 73

The document numbers in the middle column are hyperlinks to PDF files of the actual documents.

By selecting **Creating Appendix** attorneys can create an addendum or appendices to an appeal brief filed in the First Circuit. Attorneys can select documents for aggregation into a single PDF file to create an addendum or appendices to appeal briefs.

View a Document

The **View a Document** link allows you to by-pass the docket sheet (and avoid the PACER fees associated with accessing the docket sheet) and to directly access a specific document in the case. To use this feature, you must know the document number for the document you would like to access.

After clicking on the View a Document link, you will see the screen shown in *Figure 74).*

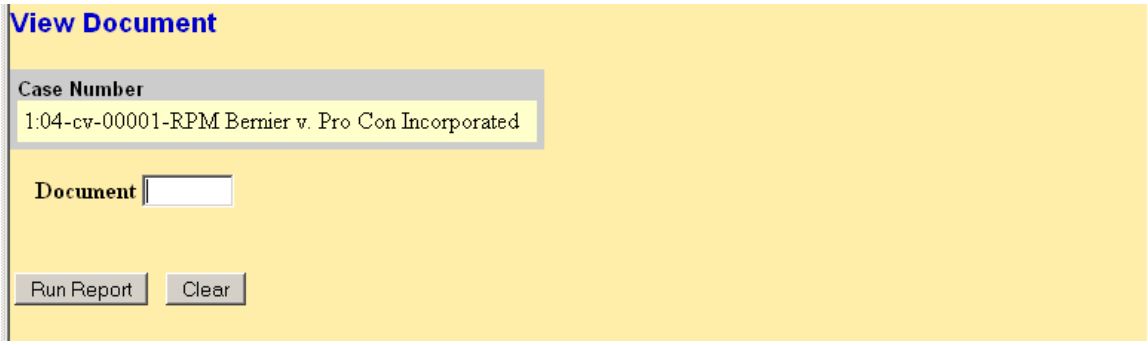


Figure 74

Enter the document number of the document you would like to access in the **Document** field and click **[Run Report]**.

Deadlines/Hearings

The **Deadlines/Hearings** link 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 75*:

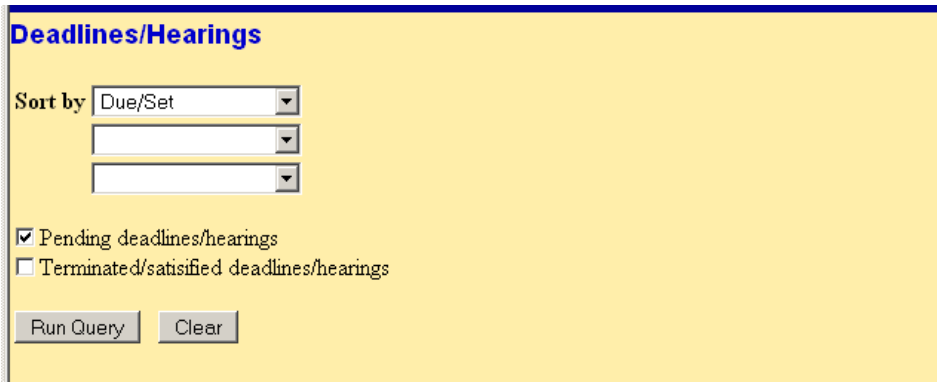


Figure 75

Click on **[Run Query]** to display the Deadlines/Hearings information screen (see *Figure 76*).

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 76

If you click on a hyperlinked 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 additional information on the filing.

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 77* appears.

Related Transactions

Filed [ ] to [ ]
Documents [ ] to [ ]
Document type [ ]
☑ Pending
☐ Terminated
Sort by [Filed Date]

[Run Query] [Clear]

Figure 77

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. In this example, we want to see all documents related to a Motion to Dismiss, which is document number 312. Once you have selected your parameters, click on the **[Run Query]** button and the screen depicted in *Figure 78* will appear.

1:04-cv-00001-RPM Bernier v. Pro Con Incorporated
Randall P. MacMurphy, presiding
Date filed: 01/02/2004 **Date of last filing**: 03/28/2007

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
312	**Motion to Dismiss**	03/01/2007	
313	Objection to Motion	03/09/2007	
314	Notice of Intent to Reply	03/12/2007	
315	Reply to Objection to Motion	03/15/2007	

Docket Report ...

Figure 78

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 additional information on the listed filings. If you click on the **Docket Report** link, the system will take you back to the **Docket Sheet** screen shown in *Figure 72*.

Other Query Options

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

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 79*).

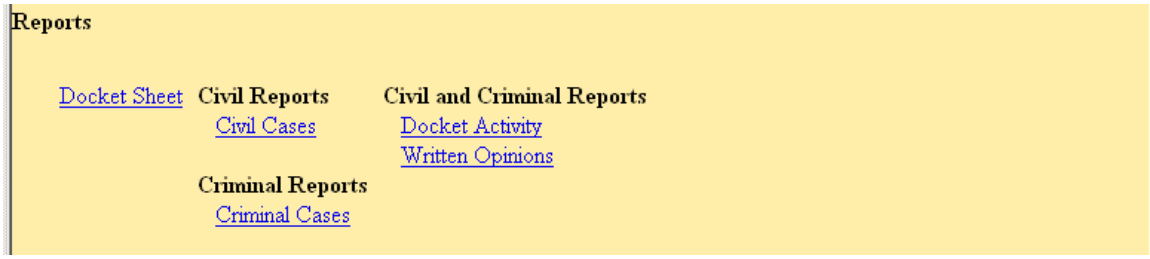


Figure 79

Note: If you are logged in using your ECF login and password when you click on **Reports**, at some point ECF will ask you to enter your PACER login and password.

Docket Sheet

Click on the **Docket Sheet** the Docket Sheet report query window below will open (see *Figure 80*).

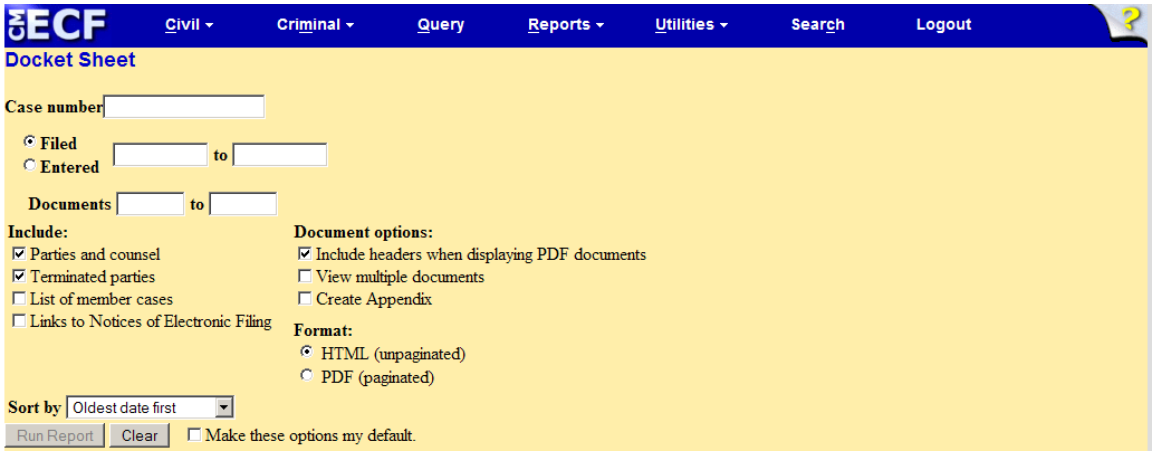


Figure 80

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.

Attorneys can create an addendum or appendices to an appeal brief filed in the First Circuit by selecting **Create Appendix**. Attorneys can select documents for

aggregation into a single PDF file to create an addendum or appendices to appeal briefs.

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 the screen shown in *Figure 81*.

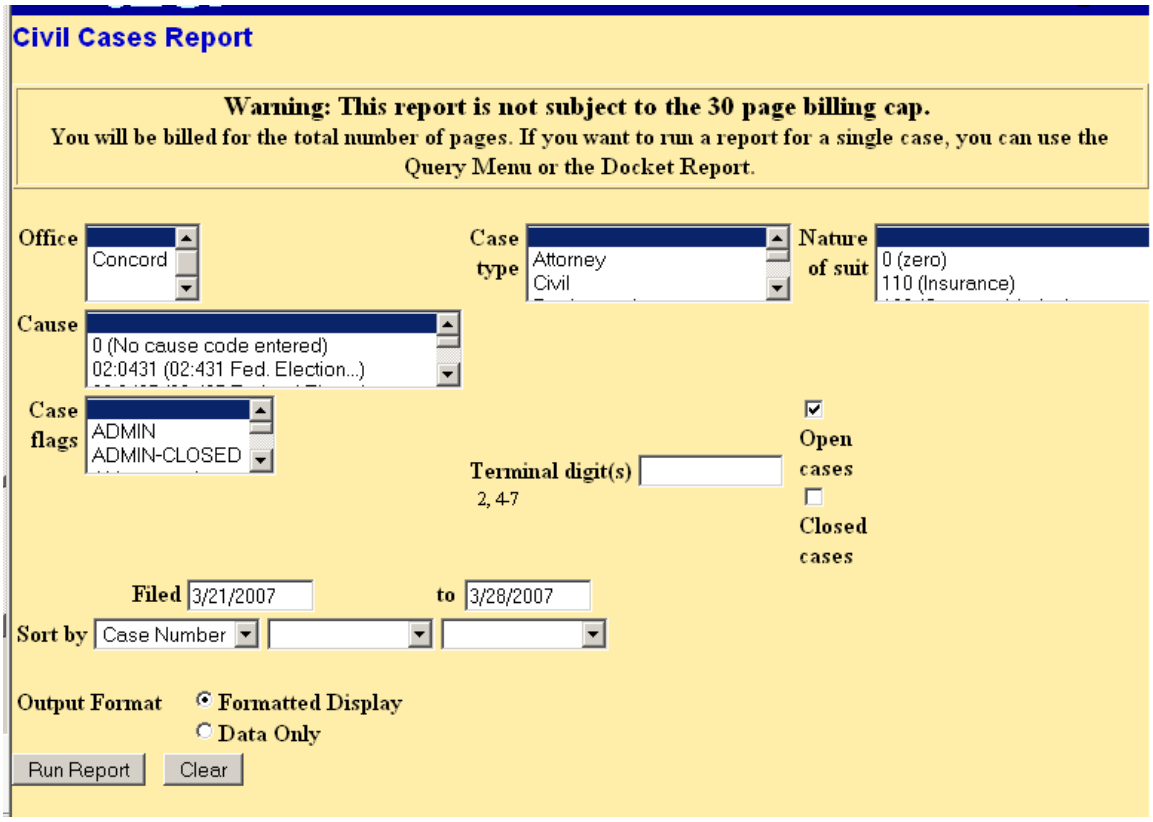


Figure 81

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. For Output Format select the radio button next to Formatted Display if you would like the data in a readable table format; select Data Only if you only want text. When you are finished entering your report criteria, click on the [**Run Report]** button and a Civil Cases Report will appear (see *Figure 82*).

NOTE: This report is not subject to the PACER 30 page billing cap and you will be billed based on the actual number of pages accessed by this query.

Civil Cases Report

U.S. District Court -- District of New Hampshire
Filed Report Period: 1/21/2005 - 2/1/2005

Case Number/ Title	Case Dates	Days Pending	Notes
1:05-cv-00010-PB Macek v. Ohlinger	*Case filed:* 02/01/2005	785	*Cause:* 42:1983 Civil Rights Act *NOS:* 550 Prisoner: Civil Rights *Office:* Concord *Presider:* Paul Barbadoro *Jury demand:* None

Figure 82

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 in *Figure 83*.

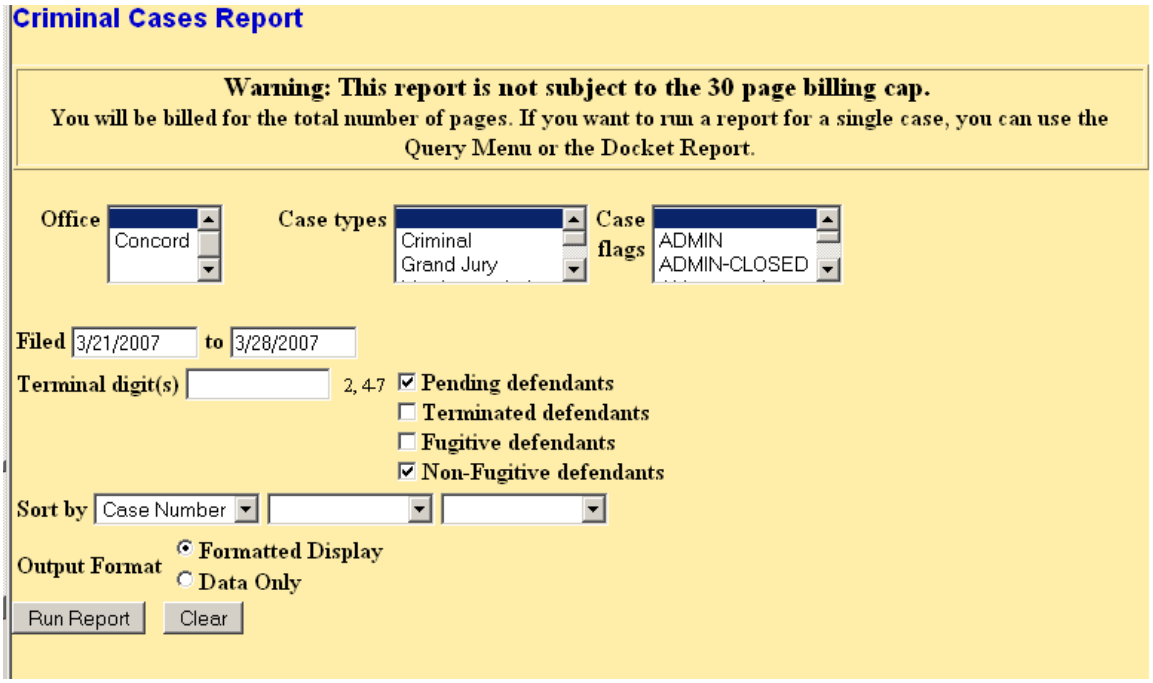


Figure 83

Enter the range of case filing dates for your report and select a Case type, if you wish to narrow your search. For Output Format select the radio button next to Formatted Display if you would like the data in a readable table format; select Data Only if you only want text. When you are finished entering your report criteria, click on the **Run Report** button and a Criminal Cases Report will appear (see *Figure 84*).

NOTE: This report is not subject to the PACER 30 page billing cap and you will be billed based on the actual number of pages accessed by this query.

Criminal Cases Report

U.S. District Court -- District of New Hampshire
Filed Report Period: 2/1/2004 - 2/28/2004

Case Number/ Title	Case Dates	Days Pending	Notes
1:04-cr-00023-SM **USA v. Gonzalez**	*Case filed:* 02/05/2004		*Office:* Concord
1 - William Jesus Gonzalez	*Added:* 02/05/2004	1147	*Presider:* Steven J. McAuliffe
1:04-cr-00024-JD **USA v. Muratoski**	*Case filed:* 02/05/2004		*Office:* Concord

Figure 84

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.

Docket Activity Report

The Docket Activity Report provides the user with all docketing that has occurred within a designated time period for a specific case or by specific parameters you can choose, such as by Case type, Event type, and Case Flags. When you click on the **Docket Activity** hyperlink, ECF displays the following screen (see *Figure 85*).

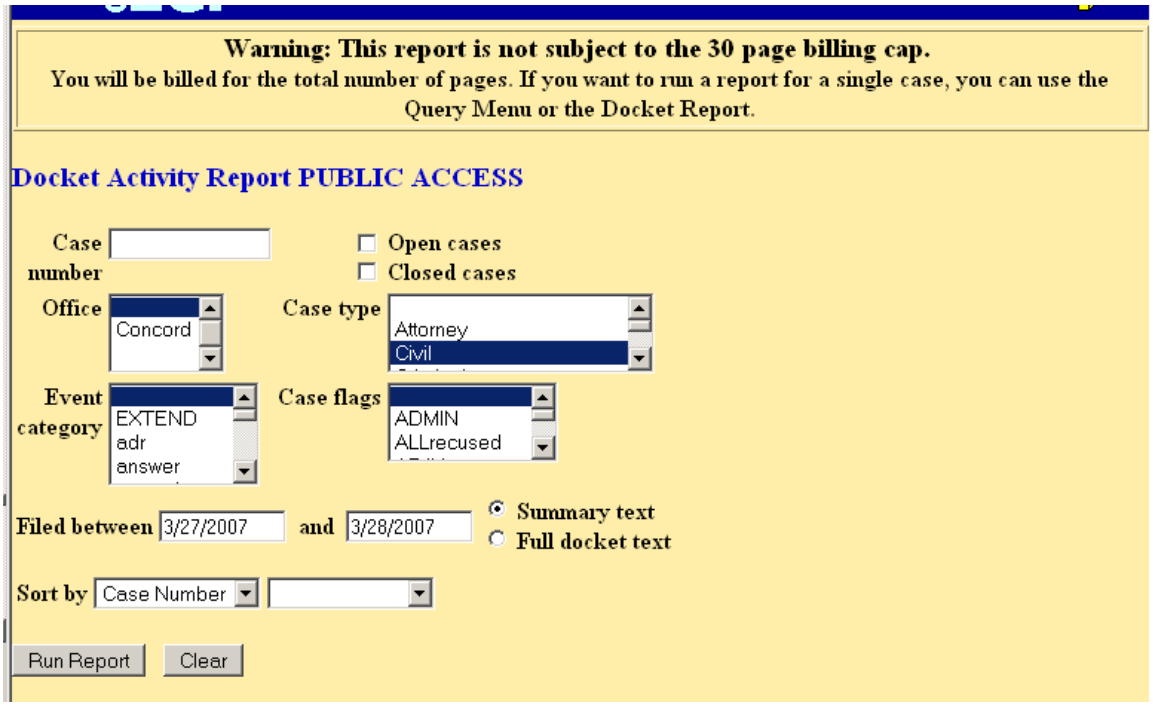
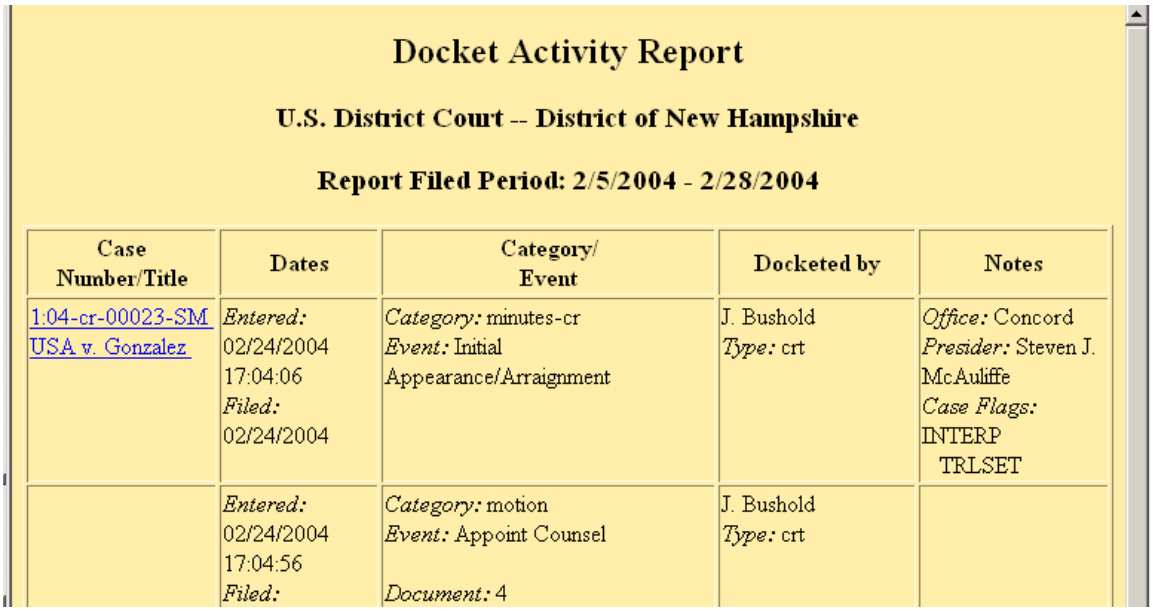


Figure 85

Enter the date range for your report and to narrow your search select a specific case number, case type or event category and then click on **[Run Report]** and the screen shown in *Figure 86* will appear.



Docket Activity Report

U.S. District Court -- District of New Hampshire

Report Filed Period: 2/5/2004 - 2/28/2004

Case Number/Title	Dates	Category/ Event	Docketed by	Notes
1:04-cr-00023-SM USA v. Gonzalez	*Entered:* 02/24/2004 17:04:06 *Filed:* 02/24/2004	*Category:* minutes-cr *Event:* Initial Appearance/Arraignment	J. Bushold *Type:* crt	*Office:* Concord *Presider:* Steven J. McAuliffe *Case Flags:* INTERP TRLSET
	Entered: 02/24/2004 17:04:56 *Filed:*	*Category:* motion *Event:* Appoint Counsel *Document:* 4	J. Bushold *Type:* crt	

Figure 86

NOTE: This report is not subject to the PACER 30 page billing cap and you will be billed based on the actual number of pages accessed by this query.

Written Opinions (eff. 6/03/05)

The Written Opinions Report provides free access to written opinions entered in ECF beginning June 3, 2005. Users can search by case number, last name, first name, middle name, nature of suit, case type, and cause of action for a specific date range. When you click on the Written Opinions (eff. 6/03/05) hyperlink, ECF displays the following screen (see *Figure 87*).

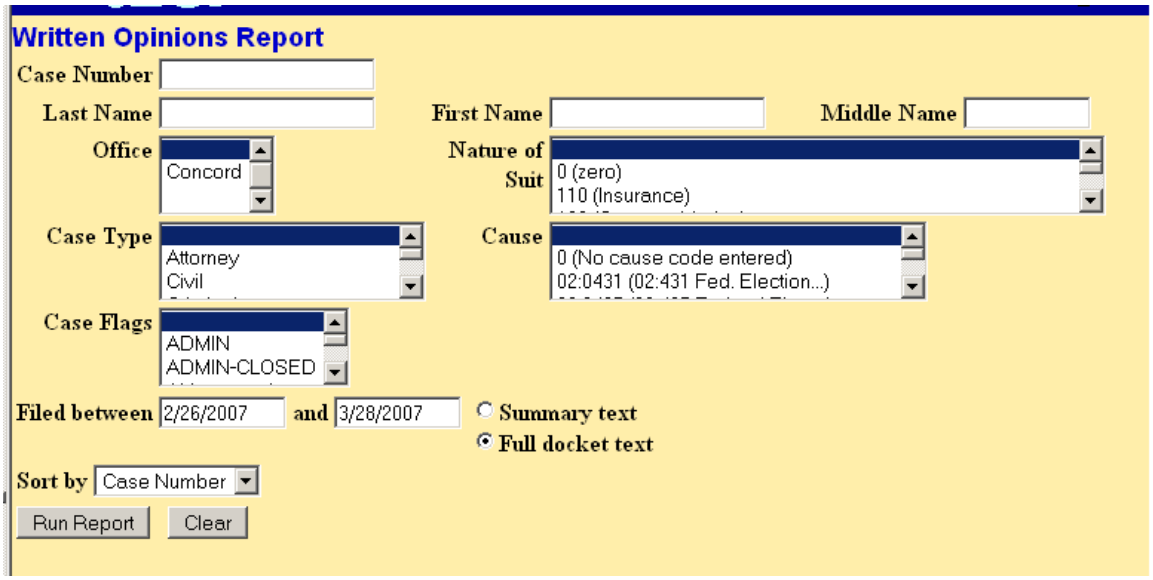
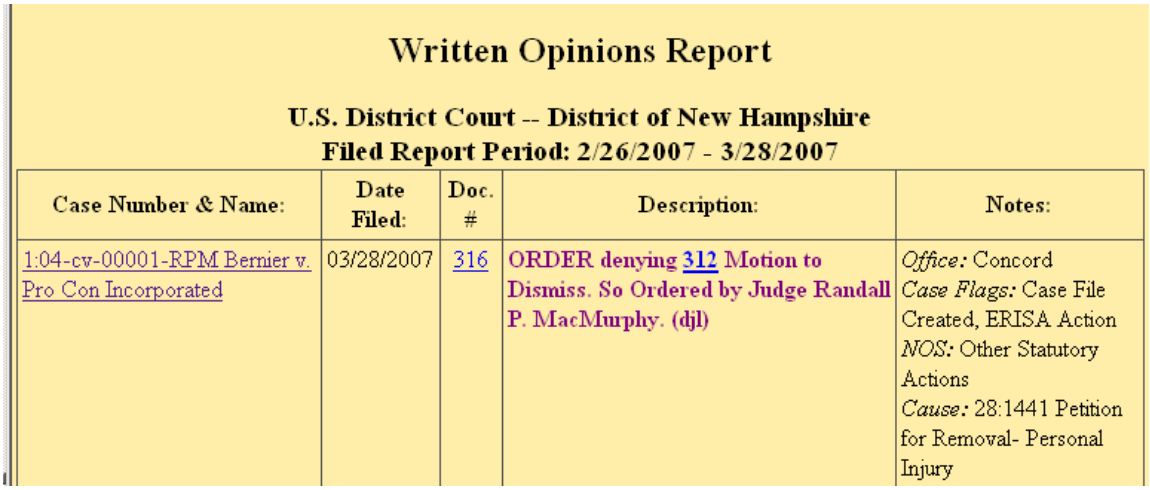


Figure 87

Enter your search criteria and the filed between date range for your report and click on [Run Report]. The screen shown in *Figure 88* will appear and you may click on the document hyperlink and review the order without charge.



Written Opinions Report

U.S. District Court -- District of New Hampshire
Filed Report Period: 2/26/2007 - 3/28/2007

Case Number & Name:	Date Filed:	Doc. #	Description:	Notes:
1:04-cv-00001-RPM Bernier v. Pro Con Incorporated	03/28/2007	316	ORDER denying 312 Motion to Dismiss. So Ordered by Judge Randall P. MacMurphy. (djl)	*Office:* Concord *Case Flags:* Case File Created, ERISA Action *NOS:* Other Statutory Actions *Cause:* 28:1441 Petition for Removal- Personal Injury

Figure 88

UTILITIES FEATURE

The **Utilities** feature provides, among other things, the means for persons having an ECF login and password to change their email address and add others to receive emails in their cases (Maintain Your Account), to change their ECF password (Maintain Your Account), to view all of their ECF transactions (View Your Transaction Log), and to obtain mailing and service information for a specific case (Mailings) (see *Figure 89*).

Figure 89

Maintain Your Account

Using this **Utilities** feature persons having an ECF login and password can change their email addess, add others to receive emails in their cases, configure their accont to receive NEFs in cases in which they are not counsel of record, and change their ECF password.

Click on the **Maintain Your Account** hyperlink (see Figure 89) to open the Maintain User Account information screen (see *Figure 90*).

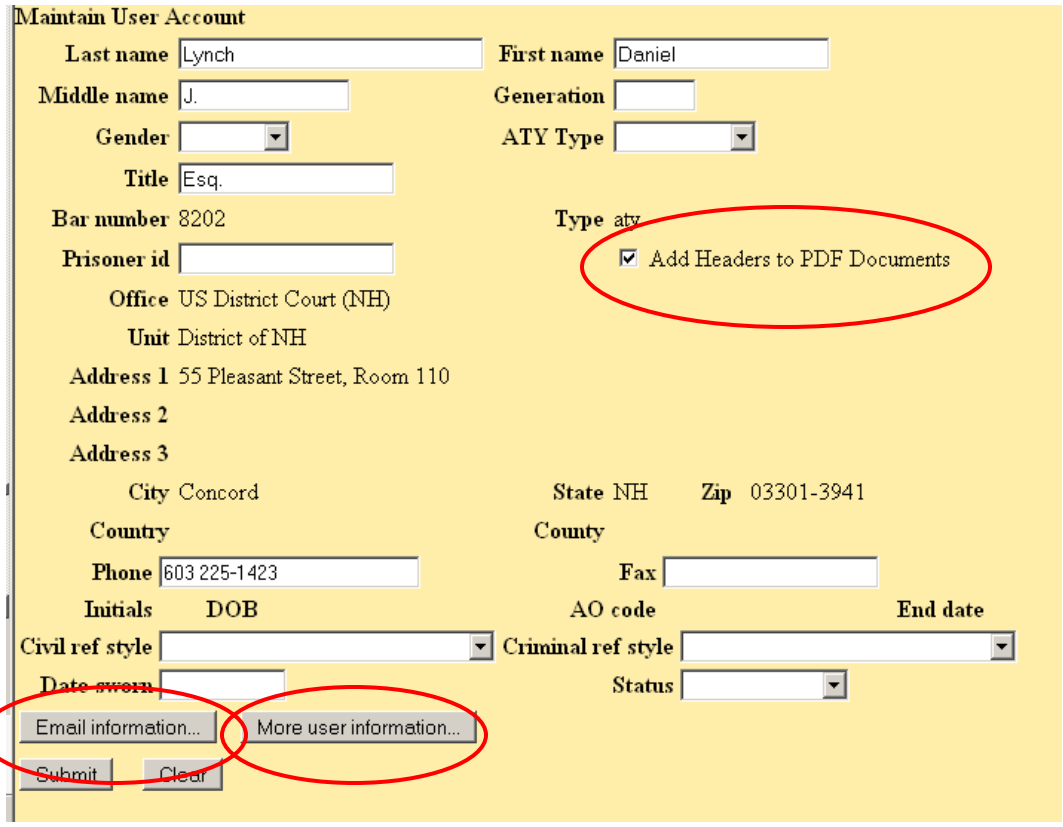


Figure 90

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 EXCEPT THAT YOU MAY ELECT TO "ADD HEADERS TO PDF DOCUMENTS." IF YOU HAVE A NAME OR ADDRESS CHANGE, YOU SHOULD DO THE FOLLOWING:** If you have an active ECF case, you must notify the court and all parties of such changes, using a "Notice of Change of Address" form, through the "Notice of Change of Address" event in ECF. If you do not have an active ECF case, you may simply mail the "Notice of Change of Address" form to the clerk's office. In either case, 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 and is available in a fillable PDF format on the court's web site.

Add Headers to PDF Documents

The default for ECF is that a user will see a header on the PDF documents. This header contains the case number, document number, document filed date, page number and total pages. To turn the headers off, de-select the **Add Headers to PDF Documents** check box on the main **Maintain User Account** screen.

E-mail Information

Clicking on the **[E-mail information]** button shown in *Figure 90* opens the screen depicted in *Figure 91*.

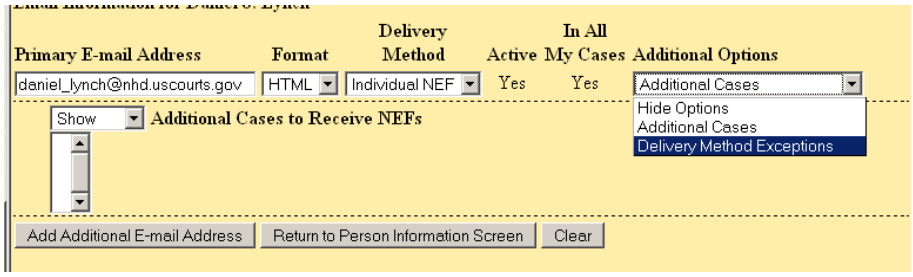


Figure 91

ECF will e-mail to Filing Users Notices of Electronic Filing based upon the information entered in this screen. **Attorneys should keep all email information on this screen current.** You can modify any information on this screen.

1. **Primary (i.e. Attorney) E-mail Address:** The court will enter the e-mail address contained in 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. **Format:** Allows the primary user to determine whether to receive NEFs in HTML or Text format.

3. **Delivery Method:** This option allows the primary user to decide whether to receive NEFs individually within minutes of being filed or all together in summary fashion at day's end. A primary user may, however, chose to receive notices individually in some cases and in summary format in others. For instance, the attorney in this example has set up the account to receive individual notices but would like to receive a summary of notices in one specific case. In order to do that, the attorney would need to select the **"Delivery Method Exceptions"** option from the drop down menu under the **"Additional Options"** category. *See Figure 91.*

On the next screen, which is shown in *Figure 92* below, the primary user would select the **"Add"** option from the drop down menu next to the **"Delivery Method Exceptions"** category. Next, the primary user would click on the drop down menu having the heading entitled **"Select case to add to list here,"** select the case for which he wants to receive summary notices and click on the **"Add to List"** button. **To complete this function, the attorney must click on the "Return to Person Information Screen" button and, on the next screen (the "Maintain User Account" screen), click on the "Submit" button (as well as click on one final "Submit" button on yet a third screen).**

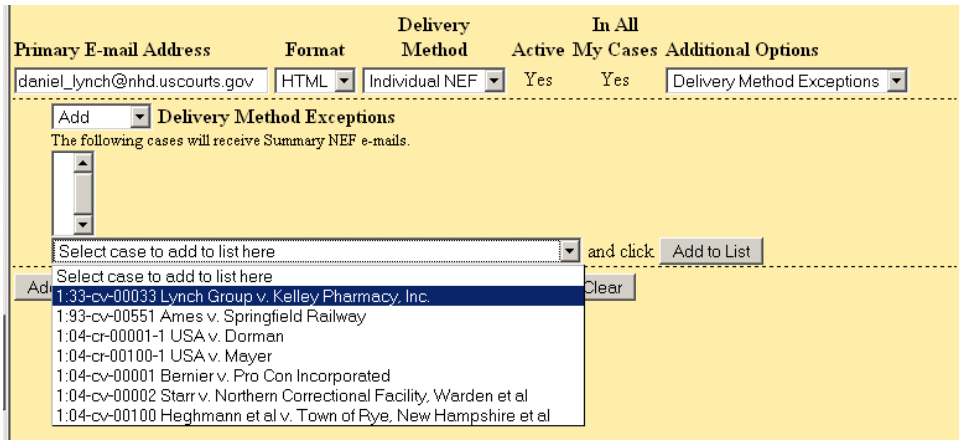


Figure 92

4. **Notification in Additional Cases:** If desired, primary users can also receive NEFs in cases in which they are not counsel of record. From the Email Information screen *(Figure 91)*, on the drop down menu under the heading **Additional Options** you would select **Additional Cases**. *See Figure 93*.

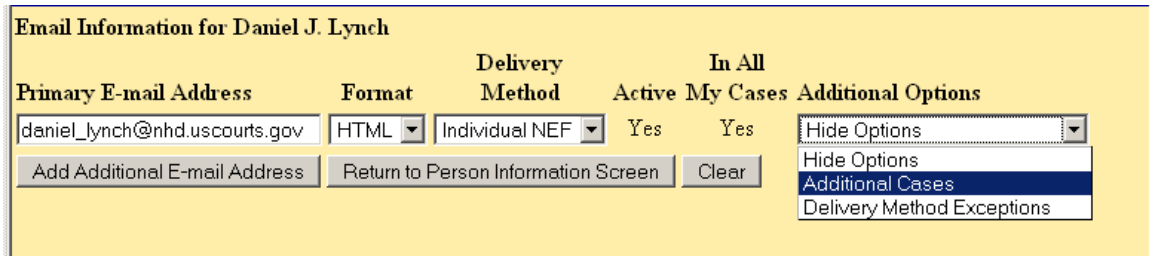


Figure 93

On the next screen (see Figure 91), select **"Add"** from the drop down menu next to **Additional Cases to Receive NEFs**.

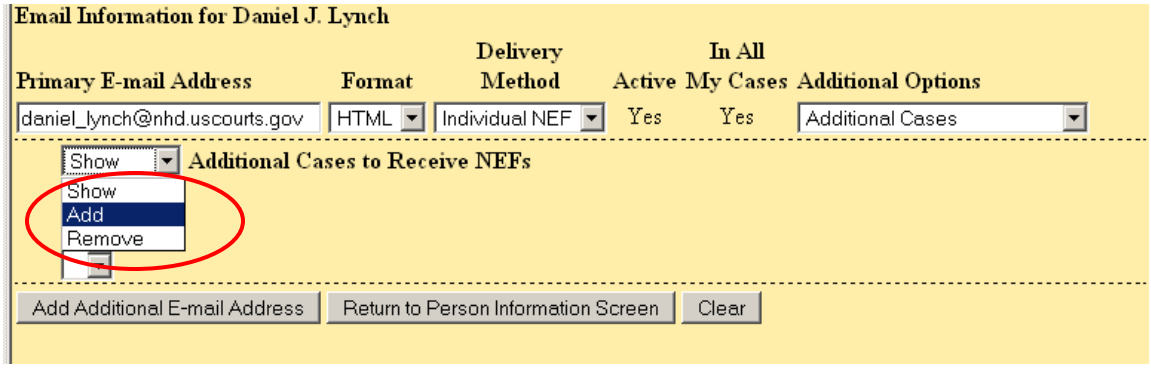


Figure 94

The screen shown in *Figure 95* will appear. Enter the case number for the case in which you would like to receive NEFs and click on the **[Add to List]** button. *See Figure 95*.

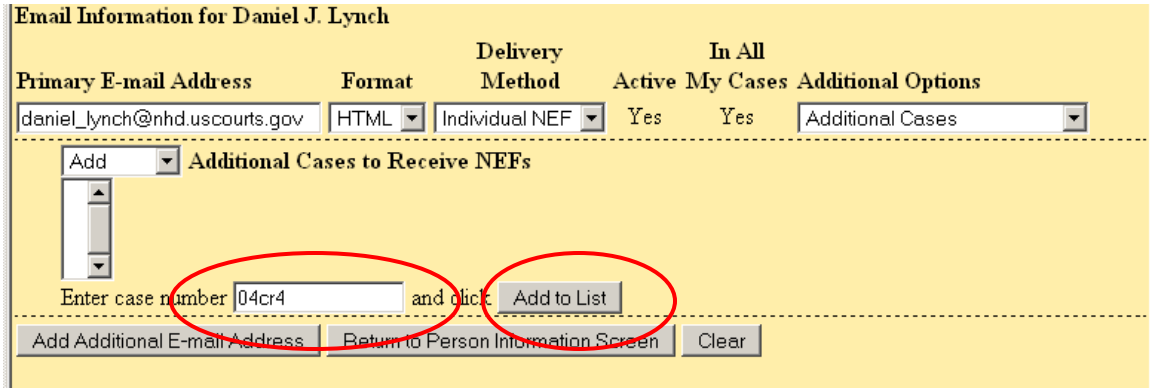


Figure 95

The case will appear in the field below the **Additional Cases to Receive NEFs** heading. *See Figure 96*.

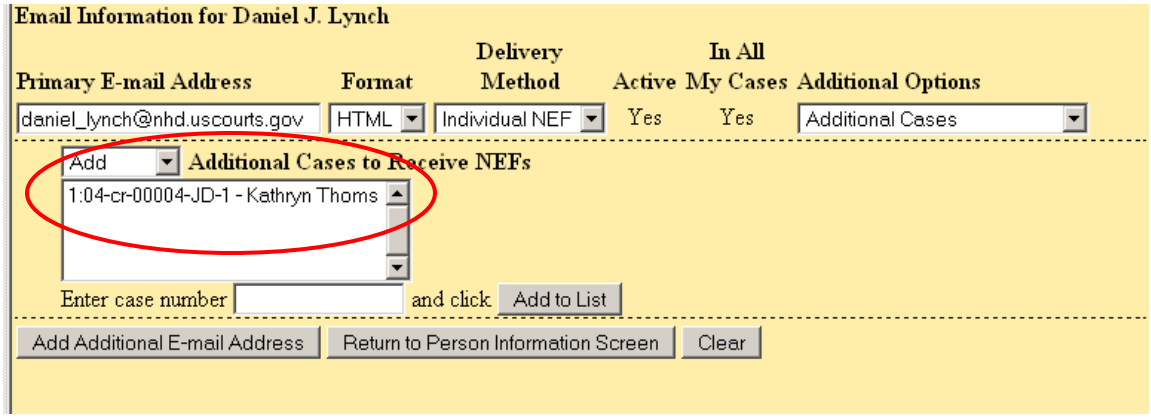


Figure 96

To complete this function, the attorney must click on the [Return to Person Information Screen] button and, on the next screen (the <u>Maintain User Account</u> screen), click on the [Submit] button (as well as click on one final [Submit] button on yet a third screen).

5. **Additional E-mail Addresses:** The primary user may also set up their account to have other persons, such as a secretary or paralegal, receive e-mails in your case. These persons are referred to as "secondary users." The most recent version of CM/ECF provides much greater flexibility in setting up secondary user accounts. You can select, separate from the selections made for the primary user (i.e. the attorney), whether the secondary user wants to receive the Notices of Electronic Filing in HTML or Text format and whether that user wants to receive individual or summary notices. Additionally, you have the option to set up a secondary user account to receive Notices of Electronic Filing in some, but not all, of the attorney's cases.

To add or modify secondary user accounts, click on the **[Email Information]** button on the **<u>Maintain User Account</u>** screen. (*See Figure 89)* . To add a secondary user,

you would select the **[Add Additional E-mail Address]** button on the Email Information screen. *See Figure 91*. The screen shown in *Figure 97* will appear.

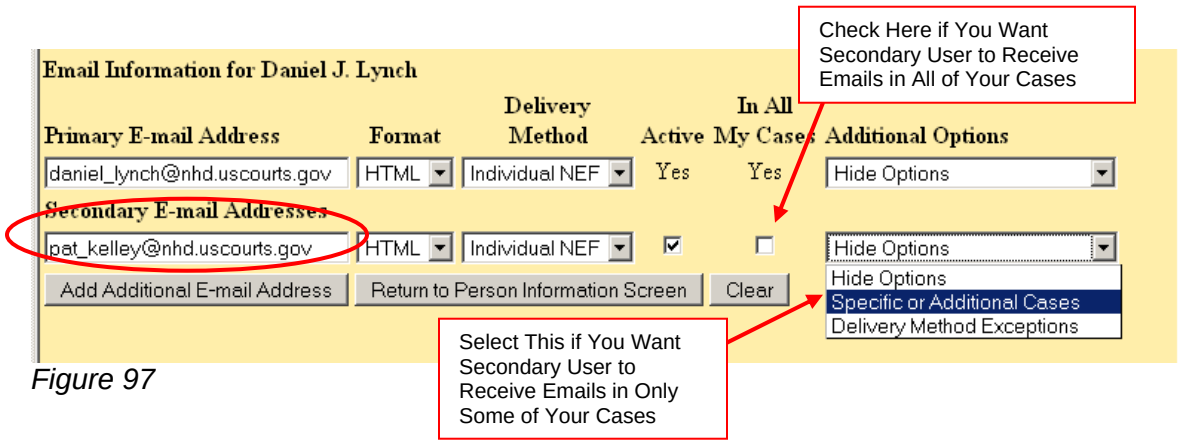


Figure 97

In the field under **Secondary Email Addresses,** enter the email address of the person who the attorney would like to receive NEFs in the attorney's cases. *See Figure 97*. Note that you can select, separate from the selections made for the primary user (i.e. the attorney), whether the secondary user wants to receive the NEFs in HTML or Text format and whether that user wants to receive individual or summary notices. *See Figure 97*. Additionally, if you would like the secondary user to receive notices in all of the primary user's cases, then you would simply check the box under the **In All My Cases** column. *See Figure 97*. If you want the secondary user to receive notices in some, but not all, of the attorney's cases, then you would click on the drop down menu under the **Additional Options** heading and select **Specific or Additional Cases.** *See Figure 97.* The screen shown in *Figure 98* will appear. Next you should choose "**Add"** from the drop down menu next to **Specific or Additional Cases to Receive NEFs,** enter the case number in the field next to **Enter case number,** and click on **"[Add to List]"**. *See Figure 98*.

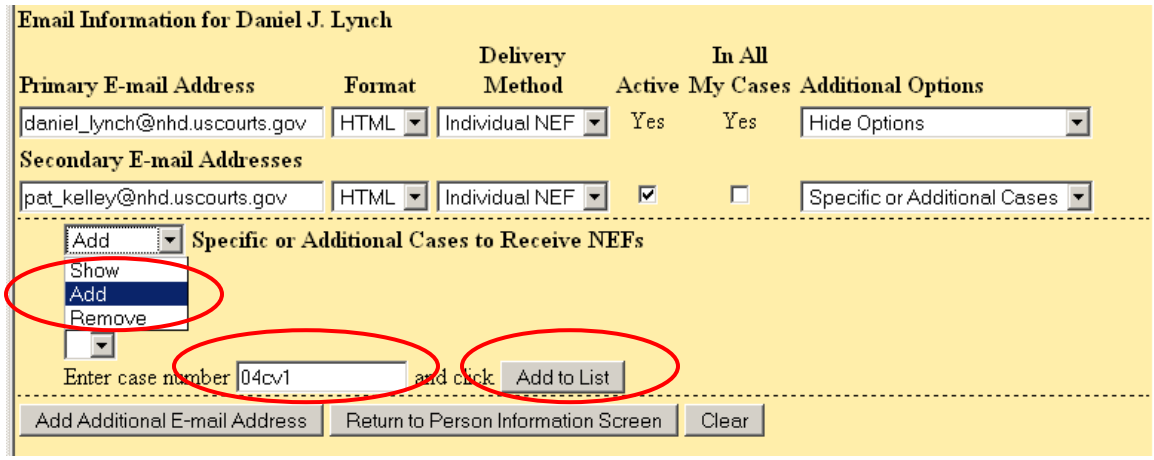


Figure 98

The case that was added will appear on the list of cases for which the secondary user will receive notices. *See Figure 99.*

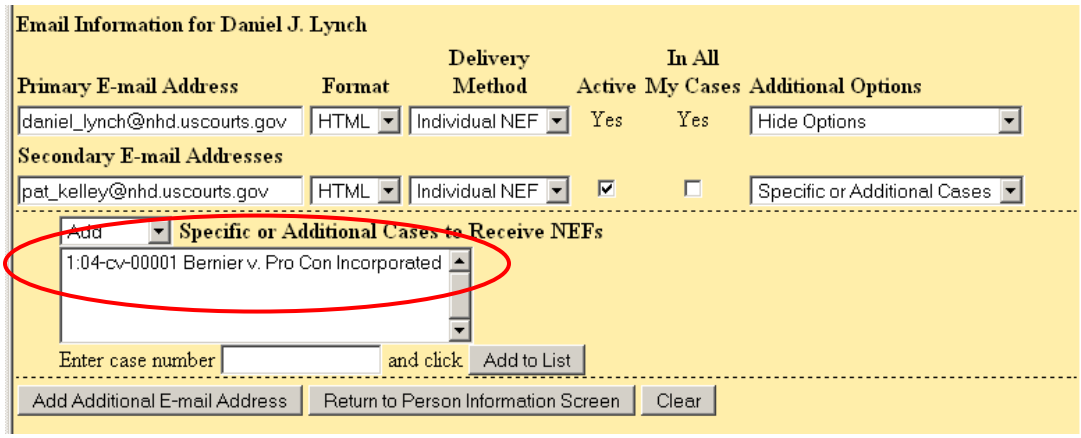


Figure 99

You would repeat the above steps to add all the cases for which the secondary user would like to receive notices.

Once you have added all the secondary users and completed your functionality selections for each user, you must click on the [Return to Person Information Screen] button and, on the next screen (the <u>Maintain User Account</u> screen), click on the [Submit] button (as well as click on one final [Submit] button on yet a third screen). Otherwise, the additions and changes you have made will NOT take effect.

More User Information

To edit or view login information about your account, select the button labeled **[More User Information]**, from the **<u>Maintain User Account</u>** screen (see *Figure 90*). ECF opens the screen as shown in *Figure 100*.

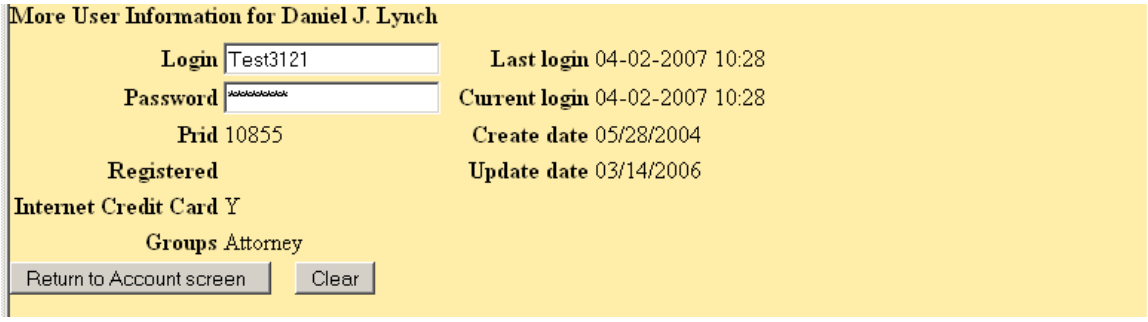


Figure 100

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

This log allows an attorney to verify their own electronic filings over a designated time period and to assure that no unauthorized individuals have entered transactions into ECF using your login name and password. From the **Utilities** screen, click on the **View your Transaction Log** hyperlink. ECF opens a screen with two fields for entering the date range for dDate Selection Criteria for a Transaction Log Report. *See Figure 101.* Enter the date range for the transactions you would like to verify in the **Start Date** and **End Date** fields. If you would like to have this report sent to your email on a regular basis, check the box next to the **Make these options my default** entry and select the frequency for which you would like to receive this report from the **Schedule this to run** drop down menu. When you have made your entries, click on the **[Submit]** button.

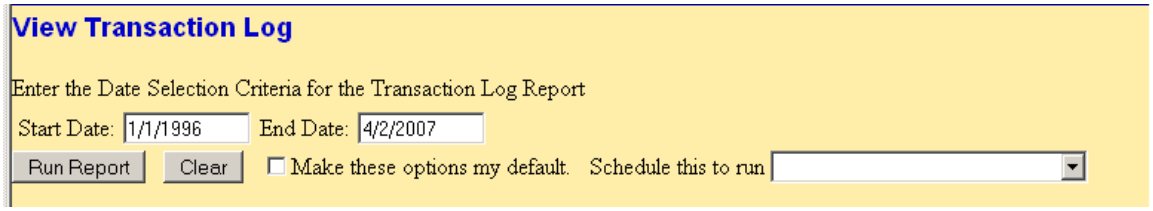


Figure 101

ECF displays a report of all your transactions in ECF within the specified date range. *(see Figure 102)*.

Transaction Log

Report Period: 01/01/1996 - 04/02/2007

Id	Date	Case Number	Text
65380	03/13/2006 17:27:38	1-05-at-2005	New Case/Complaint entitled Bledsoe v. Brady filed.(Filed by Lynch, Daniel)
65381	03/13/2006 17:32:33	1-05-at-2005	New Case/Complaint entitled Bledsoe v. Brady filed.(Filed by Lynch, Daniel)
65382	03/13/2006 17:33:26	1-05-at-2005	New Case/Miscellaneous Case entitled Bledsoe v. Brady filed.(Filed by Lynch, Daniel)

Figure 102

Internet Payment History

This option allows users to obtain a record of credit card transactions made using CM/ECF. Note that this payment history only reflects credit card payments made over the internet using CM/ECF and does not include a history of cash or credit payments made in person at the courthouse. Additionally, the present system does not provide a payment history for an entire firm but only allows users to obtain a payment history for each individual attorney.

After logging in using the attorneys CM/ECF login and password, click on the **Utilities** option on the blue menu bar and select the Internet Payment History link. On the screen depicted as *Figure 103*, select the time frame for which you would like to obtain a report of internet credit card transactions. If you would like to have this report sent to your email on a regular basis, check the box next to the **Make these options my default** entry and select the frequency for which you would like to receive this report from the **Schedule this to run** drop down menu. When you have made your entries, click on the **[Run Report]** button.

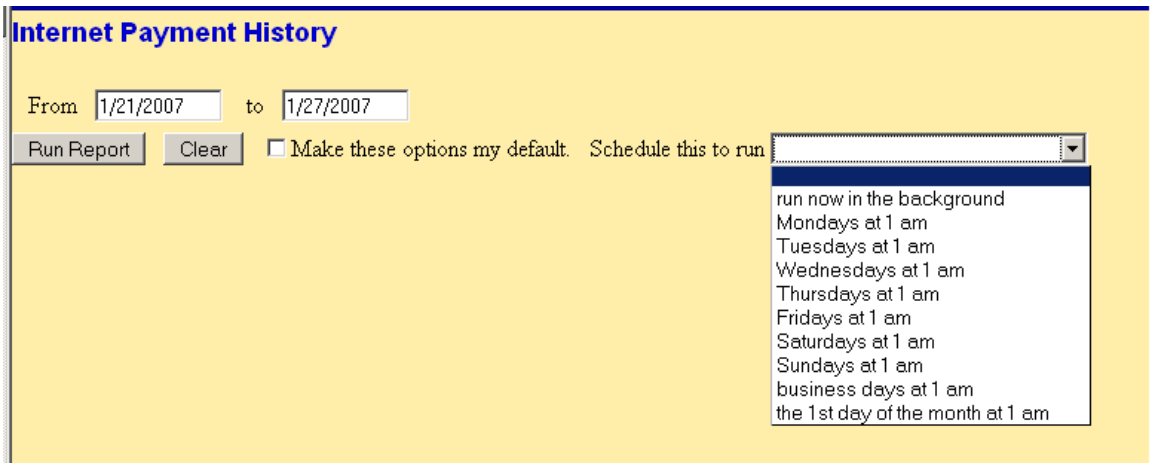


Figure 103

ECF displays a report of all your transactions in ECF within the specified date range. *(see Figure 104)*.

U.S. District Court
District of New Hampshire
Internet Payment History for Lynch, Daniel J.
1/21/2007 to 1/27/2007

Date Paid	Description	Payment Method	Receipt #	Amount
2007-01-22 13:39:26	Notice of Appeal(1:04-cv-00001-RPM) [appeal ntcappX] (455.00)	credit card	74119	$ 455.00
2007-01-22 13:41:53	Notice of Appeal(1:04-cv-00001-RPM) [appeal ntcappX] (455.00)	credit card	74121	$ 455.00

Figure 104

Mailing Information

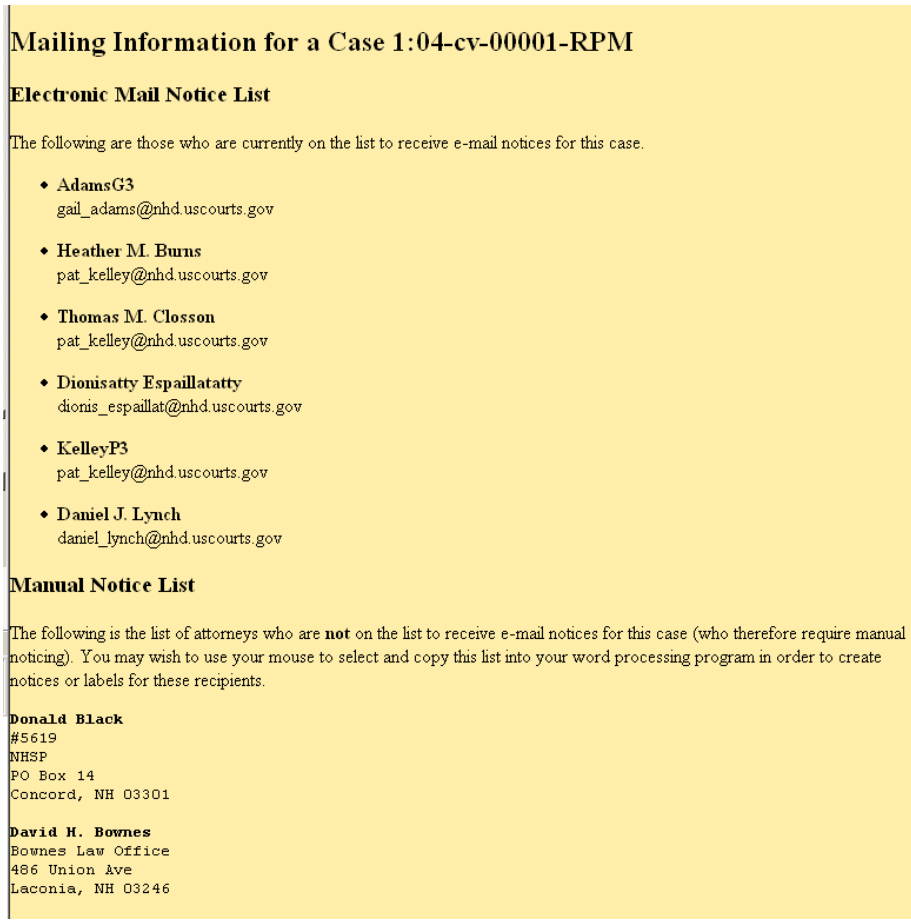
You can use CM/ECF to verify how attorneys and/or pro se litigants are receiving service in a case. To do this, click on the **Utilities** option on the blue menu bar and then click on the **Mailings** hyperlink under the **Miscellaneous** heading. On the next screen, click on the **Mailing Info for a Case** hyperlink and the screen shown in *Figure 105* will appear.

Mailing Information for a Case

Enter the case number to view the recipient list.
Case Number: 04cv1
Submit Clear

Figure 105

Enter the case number and click on the [Submit] button. On the next screen CMECF will display how the attorneys and pro se litigants are receiving service in the case. *See Figure 106*.



Mailing Information for a Case 1:04-cv-00001-RPM

Electronic Mail Notice List

The following are those who are currently on the list to receive e-mail notices for this case.

- **AdamsG3**
  gail_adams@nhd.uscourts.gov
- **Heather M. Burns**
  pat_kelley@nhd.uscourts.gov
- **Thomas M. Closson**
  pat_kelley@nhd.uscourts.gov
- **Dionisatty Espaillatatty**
  dionis_espaillat@nhd.uscourts.gov
- **KelleyP3**
  pat_kelley@nhd.uscourts.gov
- **Daniel J. Lynch**
  daniel_lynch@nhd.uscourts.gov

Manual Notice List

The following is the list of attorneys who are **not** on the list to receive e-mail notices for this case (who therefore require manual noticing). You may wish to use your mouse to select and copy this list into your word processing program in order to create notices or labels for these recipients.

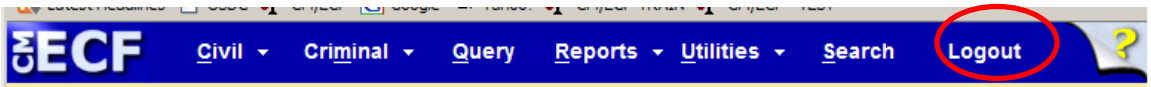
Donald Black
#5619
NHSP
PO Box 14
Concord, NH 03301

David H. Bownes
Bownes Law Office
486 Union Ave
Laconia, NH 03246

Figure 106

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

Open a Case

New Case (Attorney Filing)
- Complaint – New Case
- Miscellaneous Case – New Case
- Motion to Vacate Sentence 2255 – New Case
- Notice of Removal – New Case
- Petition for Writ of Habeas Corpus 2241/2254 – New Case
- Petition to Enforce IRS Summons – New Case

Initial Pleadings and Service

Complaints and Other Initiating Documents
- Amended Complaint
- Amended Petition for Writ of Habeas Corpus - 2254
- Counterclaim
- Crossclaim
- Intervenor Complaint
- Third Party Complaint

Service of Process
- Affidavit of Service
- Affidavit of Service-Forfeiture
- Agreement of Acceptance of Service-AG
- Certificate of Service
- Return of Service Executed
- Return of Service Executed as to USA/SSA
- Return of Service Unexecuted
- Service by Publication
- Summons-Waiver – Request for Issuance
- USM Return
- Waiver of Service Executed
- Warrant Returned
- Writ Returned
- Writ of Entry – Request for Issuance

Answers to Complaints

Other Answers
- Amended Answer to Complaint
- Answer to
- Answer to Complaint (Notice of Removal)
- Answer to Designated Case In
- Answer to Habeas Corpus Petition-2254
- Claim
- Reply to Counterclaim
- 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
- Attachment Petition-With Notice
- Attachment Petition-Without Notice (Court Use)
- 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
- Deposit Funds
- Disclosure
- Discovery
- Dismiss
- Disqualify
- ERISA Defendant's Motion for Judgment
- ERISA Plaintiff's Motion for Judgment
- Enforce Settlement
- Ex Parte Motion (Court Use)
- Exceed
- Exclude
- Excuse
- Expedite
- Extend Seal (Court Use)
- Extend Time
- Extend Time to Answer
- Extend Time to Object/Respond
- Extension of Time re Transcript
- 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
Proceed In Forma Pauperis - Appeal
Produce
Protective Order
Quash
Reconsideration
Recusal
Redact Transcript
Release of Funds
Remand
Remand to Agency
Remand to Bankruptcy Court
Remand to State Court
Reopen Case
Return of Property
Reverse Decision of Commissioner
Sanctions
Seal Case
Seal Document
Sealed Motion (Court Use)
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 Habeas Corpus ad testificandum
Writ of Mandamus

Objections, Responses and Replies
- Addendum
- Affidavit in Opposition to Motion
- Affidavit in Support of Motion
- Answer to Habeas Petition-2254
- Joinder in Motion
- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Memorandum to Motion and/or Objection
- Objection (not to motion)
- Objection to Assignment to Magistrate/ File Conventionally
- Objection to Attachment
- Objection to Magistrate Judge's Decision Rule 72(a)
- Objection to Motion
- Objection to Motion Sealed – Court Use
- Objection to Report & Recommendations
- Objections to Answer to Writ
- Redact Transcript
- Reply to Objection to Motion
- Response - not to motion
- Response - to terminated motion
- Response to Motion
- Response to Order to Show Cause
- Surreply to Reply

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
- Intent to Surreply
- Mediation Notice
- Notice – Other
- Notice of Settlement
- Substitute Attorney
- Tape Request
- Voluntary Dismissal
- Withdrawal of Motion

Trial Documents
- Deposition-Objection to Designation
- Deposition Counter Designations
- Deposition Designation
- Pretrial Statement
- 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 Appeal-Amended
- Notice of Cross Appeal
- Notice of Interlocutory Appeal

Other Documents
- Abstract of Judgment - Proposed
- Addendum
- Affidavit
- Agreement for Judgment
- Amended Document (NOT Motion)
- Bill of Costs
- Brief/Memorandum
- Consent Decree - Proposed
- Consent to Magistrate Judge – Motion
- Consent to Magistrate Judge – Trial
- Cure on Nonconforming Document
- Disclosure Statement
- Disclosure of Experts
- Discovery Plan
- ERISA Joint Statement of Material Facts
- ERISA List of Disputed Facts
- Exhibit
- IDEA Certificate of Completion
- IDEA Decision Memoranda
- IDEA Joint Statement of Material Facts
- IDEA List of Disputed Facts
- Jury Demand
- Mediation Statement
- Miscellaneous Filing
- Proposed Consent Decree
- Redaction Request - Transcript
- SSA Joint Statement of Facts
- Satisfaction of Judgment
- State Court Record
- Status Report
- Stipulation
- Stipulation of Dismissal
- Suggestion of Bankruptcy
- Suggestion of Death
- Writ of Execution-Proposed
- Writ of Garnishment-Application

Criminal Event Listing

Charging Instruments and Service

Service of Process/Arrests

- Certificate of Service
- Petition for Writ of Habeas Corpus ad Prosequendum
- Petition for Writ of Habeas Corpus ad Testificandum
- Praecipe for Summons
- Praecipe for Warrant
- Service by Publication

Motions and Related Filings

Motions

- 5K Departure
- Amend
- Appear Pro Hac Vice
- Appoint Counsel
- Appoint Counsel (GJ) (Court Use)
- Appoint Expert
- Bail
- Bifurcate
- Bill of Particulars
- Change Venue
- Clarify
- Compel
- Compel Production (GJ) (Court Use)
- Compel Testimony (GJ) (Court Use)
- Contempt
- Continue
- Continue Trial
- Detention
- Disclose Income Tax Returns (Court Use)
- Disclosure
- Disclosure of GJ Information (Court Use)
- Discovery
- Dismiss
- Disqualify
- Downward Departure
- Early Termination of Probation
- Early Termination of Probation – Cocaine Amendment
- Ex Parte Motion (Court Use)
- Exceed
- Exceed Case Maximum
- Exclude
- Exculpatory Evidence
- Excuse
- Expedite
- Extend Seal (Court Use)
- Extend Time
- Extend Time to Indict
- Extend Time to Object/Respond
- Extension of Time re Transcript
- Forfeiture
- Hearing
- In Limine
- Installment Payment Order
- Interim Payment Order
- Joinder
- Judgment
- Leave to File
- Medical Exam
- Medical Treatment
- Miscellaneous Relief
- Mistrial
- Modify Conditions of Release
- Modify Restitution
- New Trial
- Order to Determine Competency
- Proceed In Forma Pauperis - Appeal
- Produce
- Protective Order
- Psychiatric Exam
- Psychiatric Treatment
- Quash
- Quash Grand Jury Subpoena (Court Use)
- Reconsideration
- Recusal
- Redact Transcript
- Reduce Sentence
- Reduce Sentence – Cocaine Amendment
- Release of Funds
- Return of Property
- Sanctions
- Seal Case
- Seal Document
- Sealed Motion (Court Use)
- Set Aside Judgment
- Set Aside Sentence
- Set Aside Verdict
- Sever
- Show Cause
- Speedy Trial
- Strike
- Subpoena
- Substitute Attorney
- Suppress
- Transcript at Government Expense
- Travel-CJA-Attorney Use
- Travel-CJA-Court Use
- Unseal Case
- Unseal Document
- Vacate
- Vacate (2241/2255) (Court Use)

Victim Rights
Waive
Withdraw Document
Withdraw Plea of Guilty
Withdraw as Attorney
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Affidavit in Support of Motion
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Memorandum to Motion and/or Objection
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Objection to Motion
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