This document is intended to provide summary information for electronic filing. Additional information can be found on the Court's website.

Before logging in:

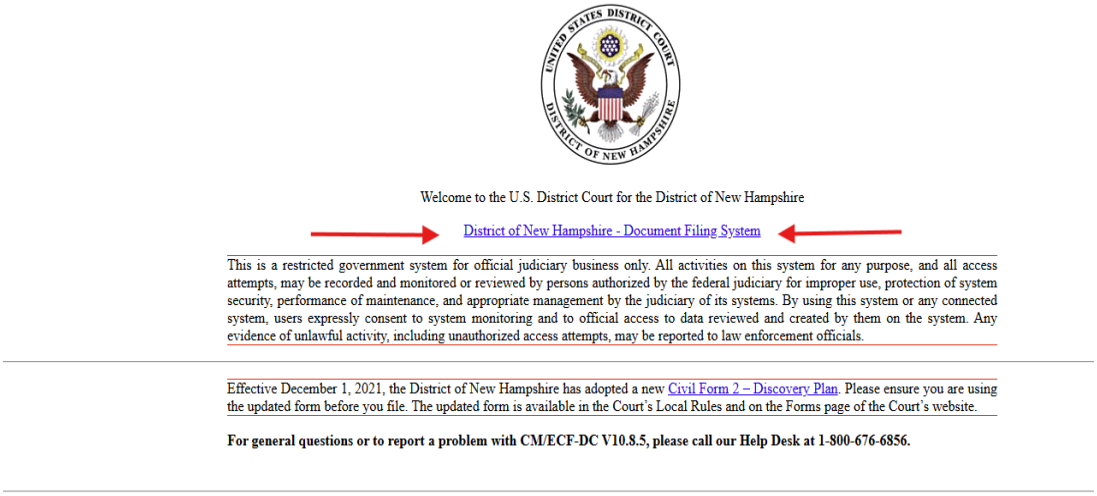
- Identify what is being filed – is it this a motion, objection, an answer or a notice?
- CM/ECF accepts only PDF documents, be sure your document(s) are in this format.

CM/ECF can be accessed via the court's website or PACER.



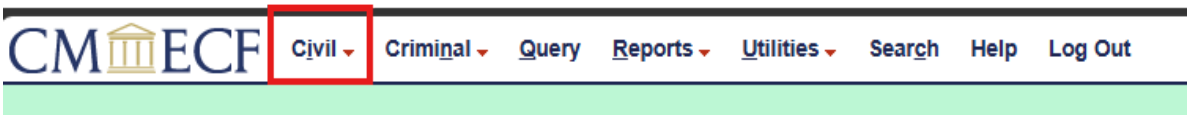


After logging in using your PACER credentials, click on the Document Filing System link as seen below.

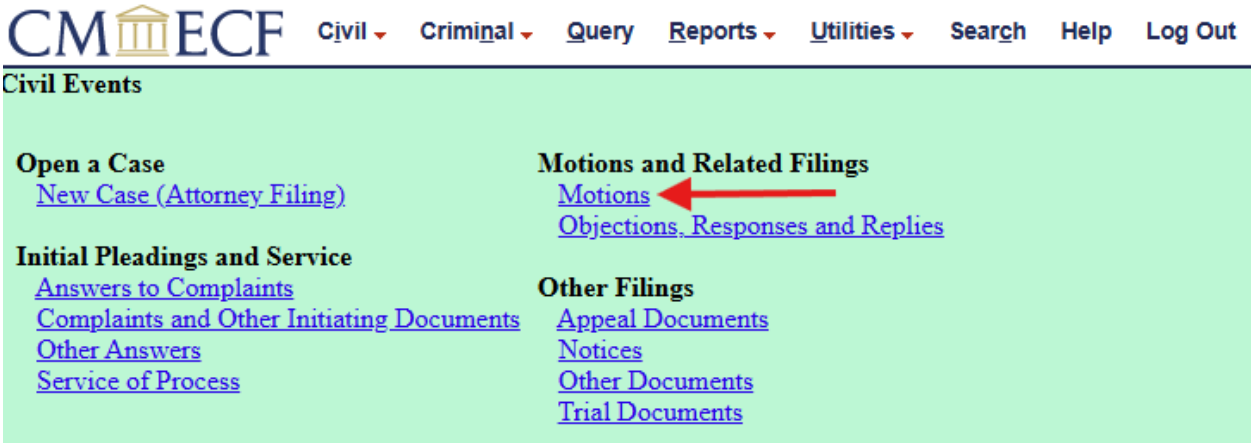


The following is an example of electronically filing a Motion to Dismiss. The basis is the same for other types of electronic filings.

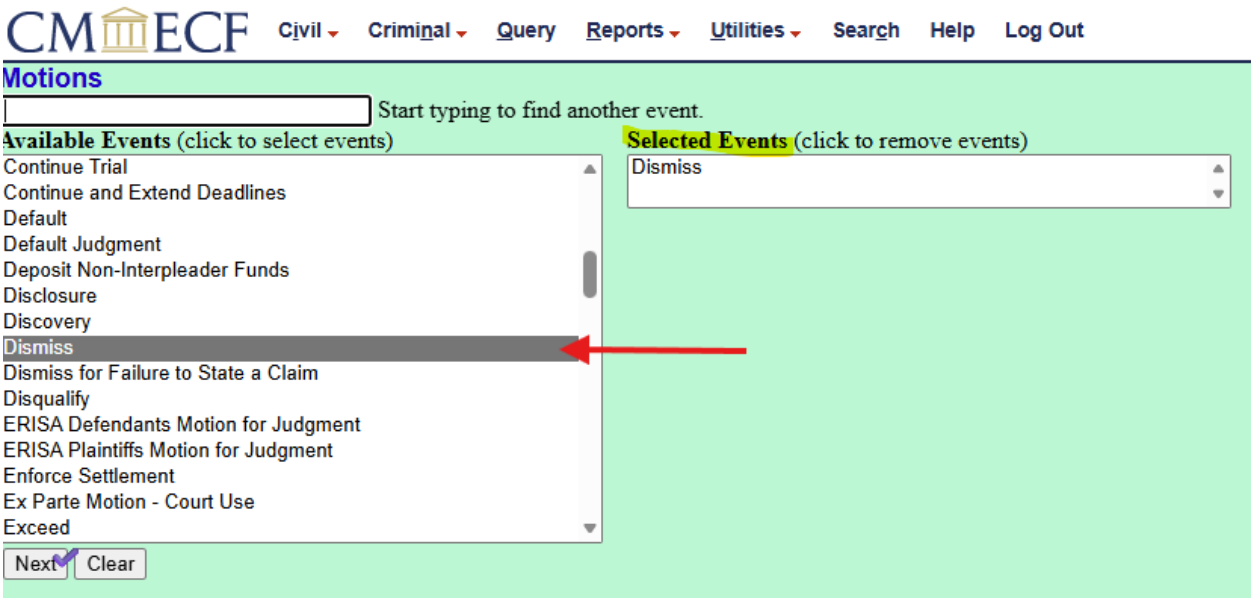
Click on the "Civil" menu item



As seen below, several links appear. Select the appropriate link for the document which is being filed.



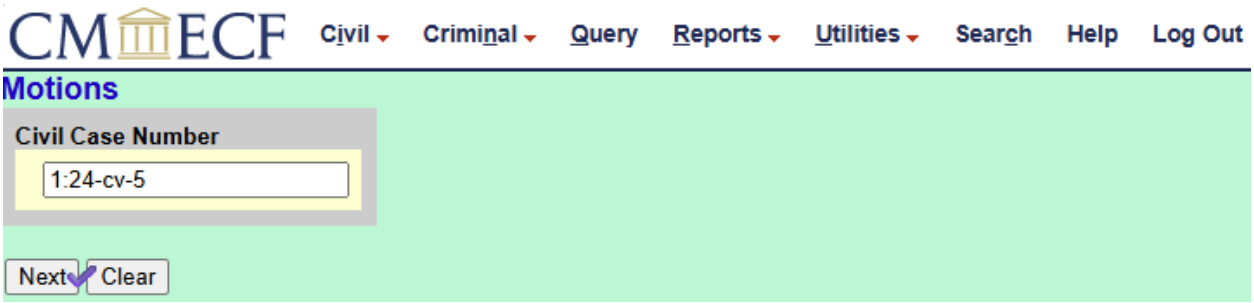
Under the “Available Events” column, select the event which most closely matches what is being filed. The selected event will move to the “Selected Events” column. Click Next.



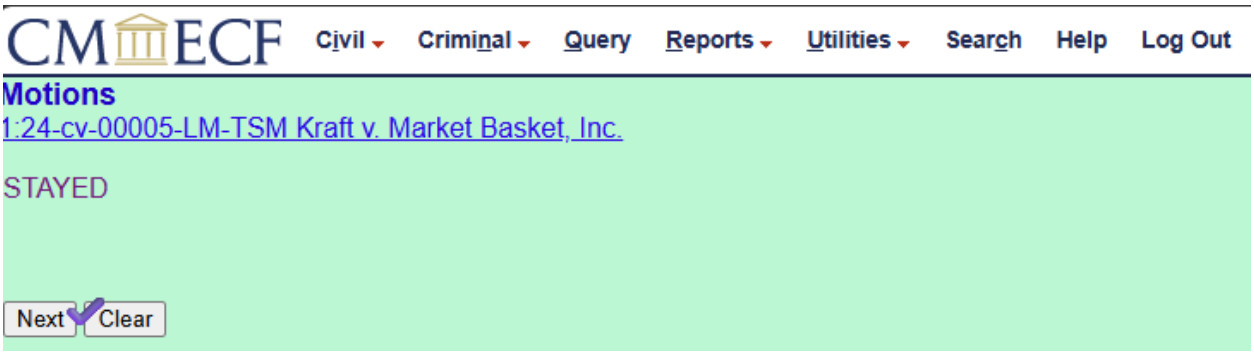
Enter the case number – click on “Find This Case.”



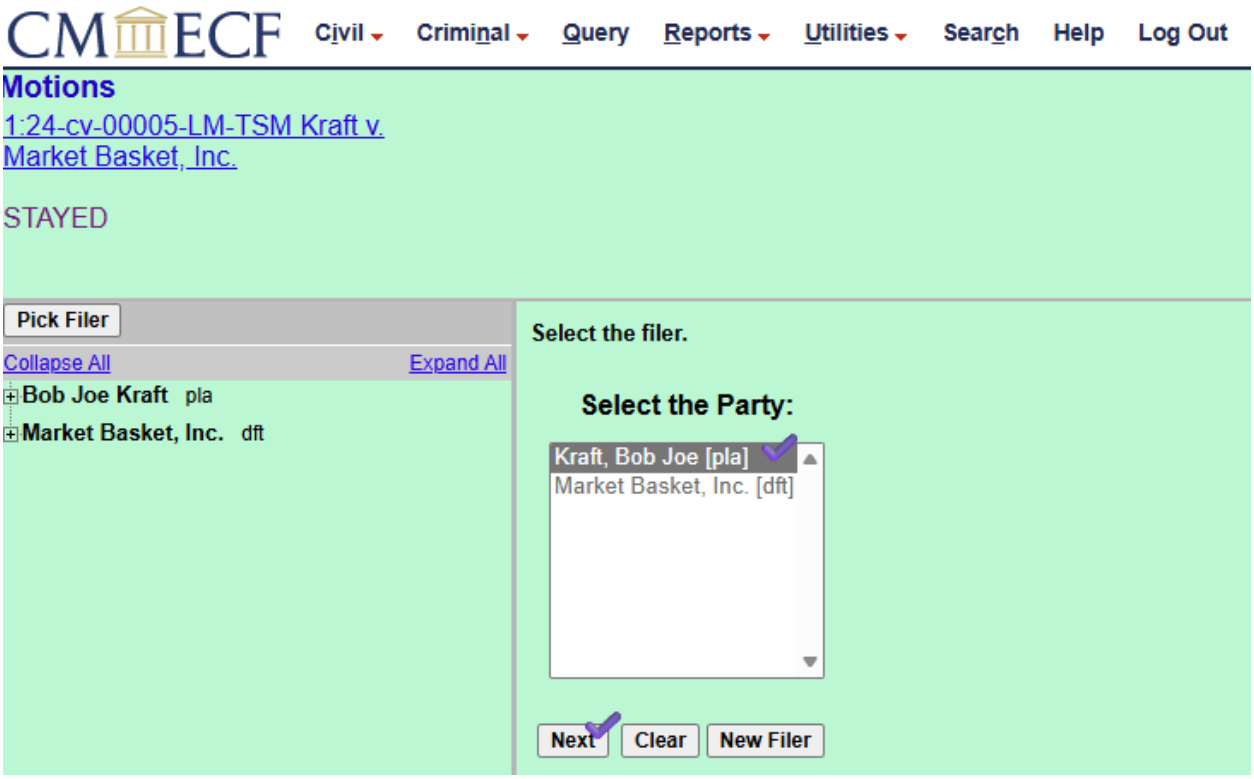
Click Next



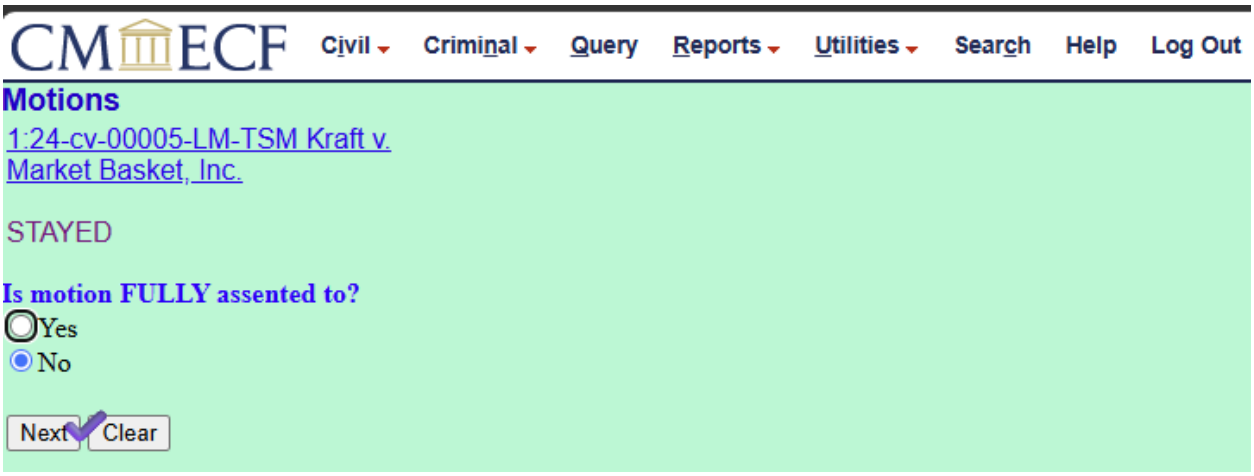
Click Next again



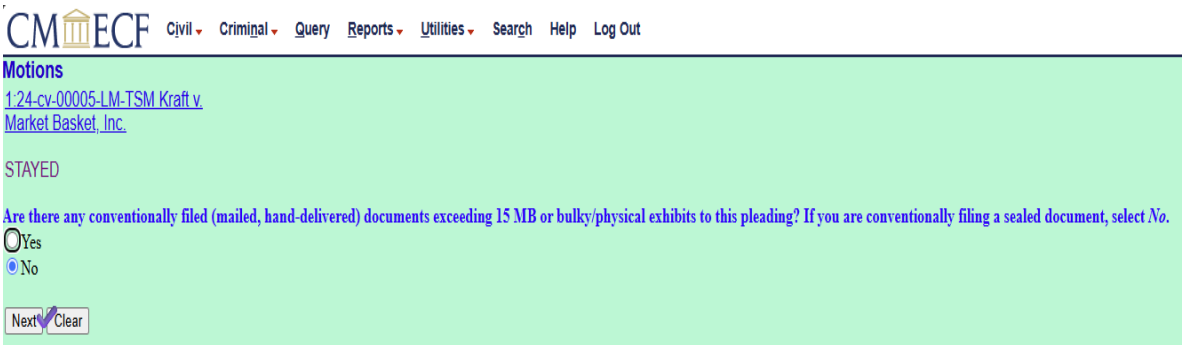
Select the party filing the document > click Next



Select the answer appropriate to your filing > click Next



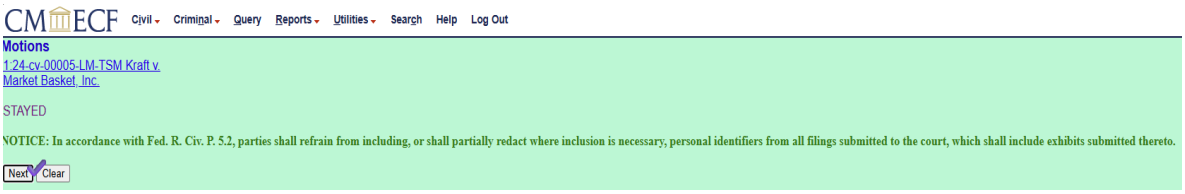
Select the answer appropriate to your filing > click Next



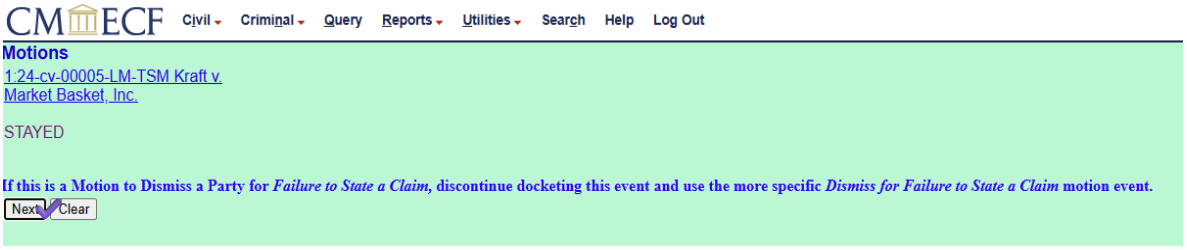
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Read instructions > Click Next



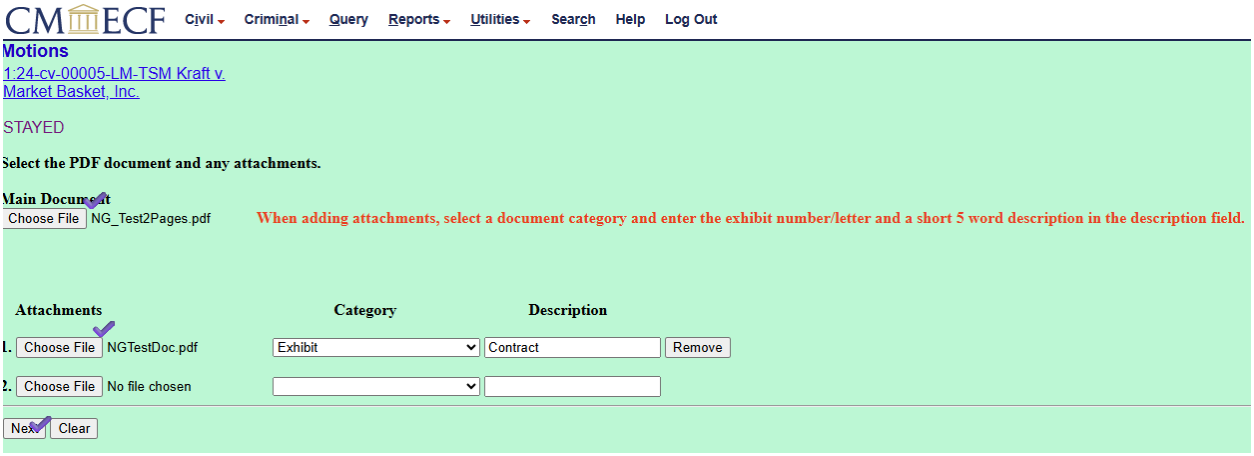
Read instructions > Click Next



Attach the Main Document by clicking “Choose File” which will allow you to attach a PDF document. CM/ECF will only accept PDF documents.

Additional supporting PDF documents can be added under Attachments. Select “Choose File” and enter the category and add a brief description.

Click Next after adding the document(s).



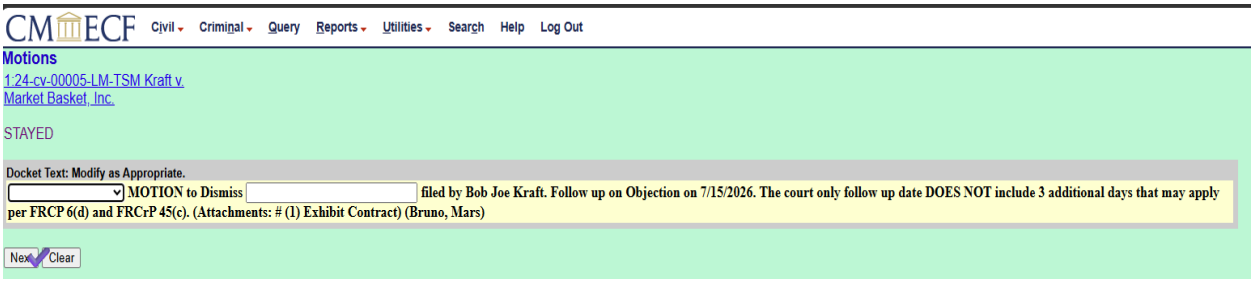
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Click Next



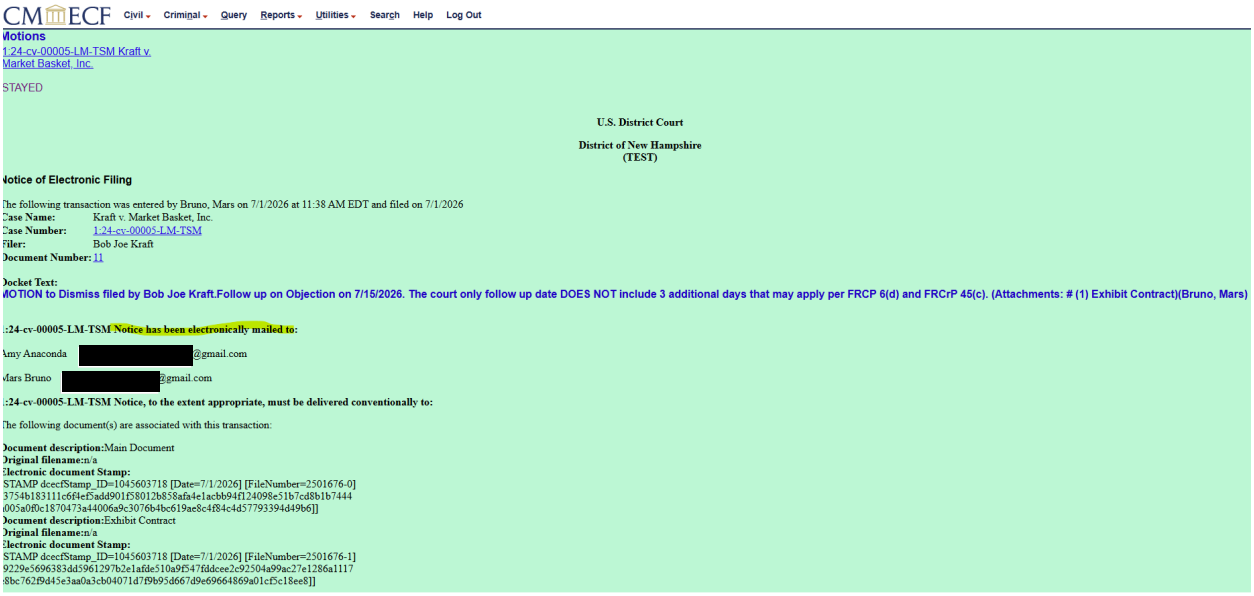
Some events provide a fillable text box which allows the filer to increase the description of what is being filed. This text will appear on the docket. This can be left blank as seen below. Click Next.



Review the filing for accuracy. If any changes need to be made, click the web browser's back arrow. **After selecting Next this entry will be docketed.** Click Next.



Docketing is complete – Below is the Notice of Electronic Filing which is sent to the parties.



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If you're unsure of what docketing event to use contact your case manager via the Main Information Line at 603-225-1423.