

CASE MANAGEMENT
ELECTRONIC CASE FILES
CM/ECF



USER'S MANUAL
WESTERN DISTRICT OF ARKANSAS

JANUARY 2015
VERSION 2.1

CASE MANAGEMENT (CM)/ ELECTRONIC CASE FILES (ECF) SYSTEM

Attorney User's Manual

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GETTING STARTED

Introduction

This manual provides instructions on how to use the Case Management/Electronic Case Files (CM/ECF) system to **file** documents with the court, and to **view** and **retrieve** docket sheets and documents for all cases assigned to this court's CM/ECF system.

There is also an overview of the policies and procedures that govern electronic filing in the Western District of Arkansas. The complete policies and procedures are included in General Orders 36 (Civil Filing) and 37 (Criminal Filing).

Note: Most case documents filed prior to August 15, 2005 are available through the Clerk's Office or the Federal Records Center.

Docket sheets for most civil cases filed after January 1, 1990 and criminal case filed after January 1, 1992 may be available through PACER.

Users should have a working knowledge of Internet browsers and Portable Document Format (PDF) creation software.

Help Desk

For Assistance using CM/ECF, contact the court's Help Desk line, Monday through Friday, from 8:30 a.m. - 4:30 p.m. at **1-866-540-5066** or anytime at the e-mail address of CMECFinfo@arwd.uscourts.gov.

For case specific information, contact the appropriate divisional office:

El Dorado (cases beginning with 1)	870-862-1202
Fayetteville (cases beginning with 3 & 5)	479-521-6980
Fort Smith (cases beginning with 2 & 6)	479-783-6833
Texarkana (cases beginning with 4)	870-773-3381

User's Manual

You can download or view the most recent version of the CM/ECF User's Manual (in PDF format) at the District Court's website:

www.arwd.uscourts.gov under the **CM/ECF tab->CM/ECF Documents**.

REQUIREMENTS

Hardware and Software Specifications

The minimum hardware and software specifications to electronically file, view and retrieve case documents are as follows:

REQUIRED	RECOMMENDED
personal computer	Windows:Pentium or higher; 4Gb RAM Mac: OS X or higher; 4 Gb RAM
Internet Access	Access speed of 768Kbps or higher
A browser, such as Internet Explorer, Firefox. Or Safari	Internet Explorer 9 Firefox 9 or higher Safari 5.1 or higher
<p>NOTES:</p> <ul style="list-style-type: none"> • <i>BROWSER MUST BE JavaScript - ENABLED</i> • <i>Other browsers, such as Chrome or Opera, may work for most CM/ECF features. However, they are <u>not</u> fully tested nor supported.</i> • <i>Mac users - Firefox may perform better than Safari for some CM/ECF features.</i> 	
Adobe Acrobat Writer or software capable of creating PDF files	Adobe Acrobat Writer 9.0 or higher <i>Note: Other 3rd party PDF creators work, but sometimes they have issues.</i>
PDF compatible Word Processor	WordPerfect X4 or higher; MS Word 2010 or higher; Open Office
A scanner capable of producing PDF documents, if filing documents that are not in your word processor. (This would include exhibits and documents originating from other sources.)	Set scanner to 300dpi and B&W for most text-only documents. Use color or grayscale only if document requires.

A **PACER** account is required for viewing some case information or PDF documents.

PDF **creation** is only required if **filing**.

Adobe **READER** will suffice for **viewing** only (a free download). Visit <http://www.adobe.com>.

PACER Registration

CM/ECF users **must** have a PACER account to use the Query and Report features of the CM/ECF system. If you do not have a PACER login, contact the PACER Service Center at 1-800-676-6856 or 1-210-301-6440 to establish an account. You may also register for PACER online at www.pacer.gov.

A PACER account can be used nationwide, and the account holder only registers one (1) time. PACER users include attorneys, government agencies, trustees, data collectors, researchers, educational and financial institutions, commercial enterprises, the media, and the general public.

CM/ECF Filing Access Registration

Participants must register with the court to receive a login and password for the CM/ECF system. Registration is available for attorneys who are admitted in this district, either through enrollment petition or pro hac vice motion.

The registration form is available on the court's website at www.arwd.uscourts.gov. Hold your mouse over the CM/ECF tab and click CM/ECF Registration

Completed registration forms should be **submitted online**.

After the application has been reviewed, if approved, an account will be created and the attorney login and password will be activated. This process takes approximately one (1) hour during regular business hours.

A sample registration form is attached. (See **Appendix B**)

CM/ECF Training

Registered users can visit a training version of the CM/ECF system on the Internet at <https://ecf-test.arwd.uscourts.gov> to practice entering CM/ECF events prior to filing a pleading in the “live” CM/ECF database. Please contact the Help Desk line (866-540-5066) for available logins and case numbers.

A request can be made for formal CM/ECF training by contacting the Help Desk line or any divisional office.

PREPARATION

Setting Up the Acrobat PDF Reader

All pleadings must be filed in PDF format.

To view documents that have been electronically filed in the CM/ECF system, users must install Adobe Reader. When installing this product, please review and follow Adobe's instructions to use Adobe Reader after installation.

Portable Document Format (PDF)

Only PDF documents may be filed with the court using the CM/ECF system. **Before filing a document with the court, users should preview the PDF-Formatted document to ensure that it appears in the proper format and in its entirety.**

How to Convert a Document to PDF Format

All documents **MUST** be converted to PDF format **BEFORE** they are filed with the court's CM/ECF system. There are various software applications capable of PDF conversion. Some wordprocessors, such as WordPerfect 9 and higher, have the PDF conversion capability built into the software. Adobe Acrobat Writer, if installed, will add PDF creation capability to any wordprocessor.

Preferred Method - using a PDF print driver

- Open the document to be converted.

- Select the **Print** option, and in the dialog box, select the option to change the selected printer. A drop-down menu with a list of printer choices is displayed.
- Select your PDF **print driver**. (The name will vary depending on your PDF creation software.)

Examples:

If your PDF software is...

the print driver is...

Adobe Acrobat Writer, version 6 or higher
PDFCreator

Acrobat PDF
PDFCreator

- “Print” the file. The file will not actually print out, but allows the user to save the file as a PDF format file.
- Name the file, giving it the **.PDF** extension.
- Accept the option and the file is converted to a PDF document.
- The file is now in a PDF format under the newly designated name, and the original document remains in its original form under the original name.

WordPerfect Version 9 or higher

If third-party software is installed, the above method will still work. Otherwise:

- Open the document.
- Click on the **File** menu and select, **Publish to PDF**, or Click the PDF tool icon.
- Save the file as a PDF document, with an appropriate name.
- The file is now in a PDF format under the newly designated name, and the original document remains in its original form under the original name.

Note: WordPerfect's built-in PDF capability should only be used if no other PDF creation option exists. Usually, your PDF will be smaller – and sometimes more accurate – if you use a third-party “print driver” as outlined in the previous section.

Other Word Processing Software:

To convert your document to PDF, the steps will be very similar to those listed above for WordPerfect.

Note: Some PDF software programs will add shortcut buttons (or “macros”) to your existing wordprocessor toolbar.

PDF Document Requirements

Converted Documents

Documents converted from any word processing software must:

- Comply with PDF format 1.3 through 1.7;
- Have all security settings deactivated; and
- Have all fonts, including the “base 14 fonts”, embedded.

Documents created from a scanner must:

- Use 300 dpi for scanning;
- Set image text to ***black and white***;
*[Use color, photo or grayscale settings only if **essential** to the document.]*
- Adjust brightness to the best possible view; and
- Must be identical in content and appearance to the source document.

GENERAL INFORMATION

A brief overview of the policies and procedures that govern electronic case filing in the United States District Court for the Western District of Arkansas are contained in this manual.

Please refer to General Order 36 (Civil) or 37 (Criminal) for more detailed information.

The following general information is relevant to this Court's CM/ECF system.

- The official record of the Court will be the electronic file maintained on the Court's servers. This includes information transmitted to the Court in electronic format, as well as in paper form.
- All civil and criminal cases will be made a part of the CM/ECF system.
- All pleadings and documents required to be filed with the Court in connection with a case assigned to the Court's CM/ECF system, shall be filed electronically effective **August 15, 2005**, except as otherwise provided in this manual.
- All case initiating documents (e.g. complaint, notice of removal, criminal complaint, indictment, superseding indictment and information) shall be filed conventionally.
- Pro se parties will not be permitted to file electronically.
- Sealed or restricted documents will be filed conventionally, except as provided in this manual or by other General Orders of this Court.
- The Court may amend these procedures at any time without prior notice. It is the responsibility of all filers to be familiar with the current policies and procedures.

Amended Pleadings

- A party who moves to amend a pleading shall attach a copy of the proposed amended document (e.g. Amended Complaint, Amended Answer, etc.) to the motion as an exhibit. (Local Rule 5.5(e))
- If the motion is granted, the attorney must then file the document with the court electronically, unless the amended pleading adds parties.

NOTE: Documents that add parties **must** be filed conventionally.

Attachments and Exhibits

- Whenever possible, a filing party should convert documents directly to PDF format using Acrobat or other PDF-generating software. Some wordprocessors can create PDF files directly.
- Otherwise, a filing party should electronically scan a paper document or exhibit and submit it as a PDF file, provided that the PDF files are less than ten (10) megabytes each, or thirty (30) megabytes combined, per docket entry.
- Because PDF files containing scanned documents take up considerably more space than PDF files created directly from PDF-generating software, filing parties may submit PDF attachments or exhibits larger than ten (10) megabytes only if they are scanned in separate segments that are ten (10) megabytes each or less.
- When scanning documents to be filed electronically, a filing party should configure their scanners to scan documents at 300 dpi and black and white text, rather than the color, photo or grayscale, setting, unless an alternate setting is essential to the integrity of the pleading.
- Documents appearing in color in their original form, such as a color photograph, may be scanned in color and uploaded to the CM/ECF system.

- Depending on the complexity of the documents, ten (10) megabytes equates to approximately (150) pages of black and white text and approximately (10) 8 x 10 color photos.
- Filing Users are required to verify that scanned documents are legible **before** the documents are filed electronically in the CM/ECF system.
- If for any reason a document cannot be easily read after scanning, the filing party should not electronically file the document, but must seek permission to conventionally file the document with the Clerk's office.

Documents Filed Under Seal

All requests to seal a document or other material must be made by motion. Sealed documents shall not be filed electronically, but rather conventionally with the Clerk's office, unless otherwise provided in this Manual or other General Orders of the Court.

- If the document to be filed under seal accompanies the motion to seal, it must be submitted to the Clerk's office conventionally and shall be placed inside an 8 ½ " x 11" envelope. Affixed to the exterior of the envelope shall be a cover sheet containing the following:
 - The case caption;
 - The name of the document, if it can be disclosed publicly; otherwise an appropriate title by which the document can be identified on the public docket; and
 - The name, address and telephone number of the person submitting the document.
- If the motion is granted, the assigned Judge will electronically enter the order authorizing the filing of the document under seal.

- If the motion is granted and the document was **not** submitted to the Clerk's office at the time the motion to seal was filed, the Filing User will deliver the sealed document to the Clerk's office for conventional filing under seal in the format listed above. A copy of the Court's order permitting sealing will be attached to the envelope containing the sealed document.
- If the motion is denied, the document will be returned to the movant.

NOTE: If a party is permitted to file an exhibit/attachment under seal, but the main document and other exhibit(s)/attachment(s) will be filed electronically, a single sheet should be substituted for the sealed exhibit/attachment and identified as **EXHIBIT XX - FILED UNDER SEAL**

Eligibility

- Any attorney admitted to the Bar of this Court, including an attorney admitted *pro hac vice*, may register as a Filing User by completing the prescribed CM/ECF Registration Form and submitting it electronically for processing.
- If a Filing User intends to file documents electronically in both the Eastern and Western Districts of Arkansas, a separate CM/ECF Registration Form must be completed for each District.

Fees Payable to the Clerk

- Any fee required for filing a pleading or paper is payable to the Clerk of Court by check, money order, cash or credit or debit card. (Credit or debit cards must be presented in person.)
- Clerk's office staff will document the receipt of the fees on the docket with an entry in the CM/ECF system.

NOTE: Fees for a motion to appear *pro hac vice* or a notice of appeal may be paid using a credit/debit card or checking/savings account information with Pay.gov with the filing event.

Please visit www.arwd.uscourts.gov->CM/ECF->Pay.gov Documents for further details. -10-

Filing Deadlines

- A document will be deemed timely filed if the CM/ECF system generates a Notice of Electronic Filing (NEF) prior to midnight, Central Time, on the date it is due.

NOTE: If the assigned Judge orders that a document be filed at a specific time, (*e.g.* Close of business, 2 P.M., etc.), that time limit is controlling.

Privacy

- Attorneys should **not** include sensitive information in **any** document filed in the CM/ECF system unless such inclusion is necessary and relevant to the case.
- With the implementation of CM/ECF, filed documents will be available over the Internet via the court's public terminals and PACER, creating privacy concerns.
- If sensitive information must be included in a filed document, whether the document is filed electronically or conventionally, the following precautions should be taken:
 1. The document may be filed with sensitive information in a partially - redacted form. In compliance with the F.R.Cv. P. 5.2(a) and F.R.Cr.P. 49.1, the following personal data identifiers **must** be partially redacted:
 - Social Security Numbers to the last four digits;
 - Dates of birth to the year;
 - Names of minor children to the initials;
 - Financial account numbers to the last four digits; and
 - In criminal cases, home addresses to the city and state.

NOTE: Exemptions to the redaction requirements can be found in F.R.Cv.P. 5.2(b) and F.R.Cr.P. 49.1(b).

2. In compliance with F.R.Cv.P 5.2(f) and (g) and F.R.Cr.P. 49.1(f) and (g), a party who files a document containing redacted personal data identifiers should, if the unredacted form of such identifiers is necessary to any Court action to be taken with regard to that document, file a key to the redactions in one of the following ways:
 - File a reference list under seal.
 - The reference list shall contain the complete personal data identifier(s) and the redacted identifier(s) used in its (their) place in the filing. All references in the case to the redacted identifiers included in the reference list will be construed to refer to the corresponding complete identifier.
 - The reference list must be submitted to the Clerk's office in the prescribed format. The reference list may be filed without a motion and order to seal, and may be amended as a matter of right.
 - File an unredacted version of the document under seal.
 - The unredacted version of the document must be submitted to the Clerk's office in the prescribed format and must indicate the name and number of the redacted document filed in the CM/ECF system. The unredacted document may be filed without a motion and order to seal.
3. In addition, caution should be exercised when filing documents that contain certain other personal information. A party should consider redacting, or filing a motion to file under seal, any document which

contains the following information:

- Personal identifying numbers, such as a driver's license number;
 - Medical Records, treatment and diagnosis;
 - Employment history;
 - Individual financial information;
 - Proprietary or trade secret information;
 - Information regarding the victim of any criminal activity;
 - National security information; and
 - Sensitive security information as described in 49 U.S.C § 114(s).
4. Counsel are strongly urged to share this information with all clients so that they may make an informed decision about the inclusion of certain materials. It is the sole responsibility of the filing party to be sure that all filed documents comply with the requirements regarding the partial redaction of personal data identifiers.
- NOTE:** Clerk's office staff will not review each document for compliance with these requirements.
5. The following documents will not be included in the public case file, and will not be available to the public either via the court's public terminals or PACER:
- Service issued documents (e.g. Summons Issued, Writ Issued, Arrest Warrant Issued, etc.)
 - Unexecuted summons or warrants of any kind (e.g. search warrants, arrest warrants);

- Pretrial bail or presentence investigation reports;
- Statement of Reasons in a criminal judgment of conviction;
- Juvenile records;
- Documents containing identifying information about jurors or potential jurors;
- Financial affidavits filed in seeking representation pursuant to the Criminal Justice Act;
- Ex parte requests for authorization of investigation, expert, or other services pursuant to the Criminal Justice Act; and
- Sealed documents (*e.g.*, motions for downward departure for substantial assistance, plea agreements including cooperation).

Records Retention

- Consistent with the policies of the National Archives and Records Administration (NARA), the Clerk's office shall maintain a paper file of any case filed on or after **August 15, 2005**, only to the extent provided by Court order, Local Rules or these procedures. The official Court record will be the electronic file maintained on the Court's servers and any other documents or exhibits allowed to be filed conventionally.
- The Clerk's office will discard all documents brought to the Clerk's office for filing after those documents are scanned, uploaded to the CM/ECF system and verified, unless otherwise provided in the General Orders, or the filing party arranges to promptly pick up the documents.

Service

- Whenever a pleading or other paper is filed electronically in accordance with these procedures, the CM/ECF system will generate a “Notice of Electronic Filing (NEF)” to any case participant who is a registered Filing User and has requested electronic notice in that case, and to the assigned Judge(s).
- If the recipient is a registered Filing User, the CM/ECF system-generated Notice of Electronic Filing (NEF) will be deemed to constitute service of the document by first class mail, postage prepaid.
- A certificate of service on all parties entitled to service or notice is still required when a party files a document electronically. The certificate must state the manner in which service or notice was accomplished on each party so entitled. Sample language for a certificate of service is attached. (See **Appendix E**)
- A pro se litigant, or other party who is not a Filing User, is entitled to a paper copy of any electronically filed pleading, document or order according to the Federal Rules of Civil and Criminal Procedure.
 1. When mailing paper copies of documents that have been electronically filed, the filing party shall also include a copy of the Notice of Electronic Filing (NEF) to provide the recipient with proof of the filing.

Signatures

- Non-attorney Signature

If the original document requires the signature of a non-attorney, the filing party or Clerk’s office staff will scan the original document, and file it on the CM/ECF system electronically.

1. All notarized documents and affidavits must include the signature of the notary or affiant. If the notary or affiant

is not the registered CM/ECF Filing User who will electronically file the document, the **/s/ Typed Name is not a valid signature.**

2. A non-filing signatory or party who disputes the authenticity of an electronically filed document with a non-attorney signature or the authenticity of the signature on that document must file an objection to the document within fourteen (14) days of service of the document.

- **Attorney Signature**

1. A pleading or other document requiring an attorney's signature will be signed in the following manner: "/s/ (attorney name)." The correct format for an attorney signature is as follows:

/s/ Pat Attorney

Pat Attorney

Bar Number 123456

Attorney for (Plaintiff/Government/Defendant)

ABC Law Firm

6th Street and Rogers Avenue

Fort Smith, Arkansas 72901

Telephone: (479) 783-6833

E-mail: pat_attorney@law.com

2. Any party challenging the authenticity of an electronically filed document or the attorney's signature on that document must file an objection to the document within fourteen (14) days of service of the document.

- **Multiple Attorney Signatures**

The following procedure applies when a stipulation or other document (*e.g.* joint motion) requires two or more attorney signatures:

1. The filing attorney will confirm that the content of the document is acceptable to all attorneys required to sign

the document and shall obtain the signatures of all attorneys on the document. For purposes of this rule, physical, facsimile, or electronic signatures are permitted.

2. The filing attorney shall then file the document electronically indicating the name of each attorney signatory (e.g. "/s/ Jane Doe (with permission)", "/s/ John Doe (with permission)", etc.).
3. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within fourteen (14) days of service of the document.

Voluminous Exhibits

If the exhibit(s) attached to any particular document, together with the main document, exceed(s) a total of thirty (30) megabytes, the main document and exhibit(s) must be filed according to the following procedures:

- The Filing User must prepare an exhibit index and submit the index as the first attachment to the main document.
- Each exhibit must be submitted as a separate attachment to the main document.
- If any particular exhibit exceeds ten (10) megabytes, that exhibit must be broken down into separate components of ten (10) megabytes or less and each component must be submitted as a separate attachment.
- The following is a sample exhibit index, for which each exhibit must be submitted as a separate attachment to the main document:

Exhibit	Description
1	Exhibit Index
A	Affidavit of John Smith
B-1	Excerpts from Jane Doe's Deposition (Part 1, pages 1-15)
B-2	Excerpts from Jane Doe's Deposition (Part 2, Pages 16-24)

- You should include the main document and as many exhibits as possible to the event docket entry. (Motion for Summary Judgment, Exhibit A - Affidavit of John Smith, Exhibit B-1 - Excerpts of Jane Doe's Deposition (Part 1))
- Create a cover sheet to use as a main document when attaching additional exhibits to an existing event entry.

IN THE UNITED STATES DISTRICT COURT WESTERN DISTRICT OF ARKANSAS FORT SMITH DIVISION	
JOHN SMITH	PLAINTIFF
v.	CIVIL CASE NO: 2:12CV2123
BIG BUSINESS CORPORATION, et al.	DEFENDANTS
SUPPLEMENT TO MOTION FOR SUMMARY JUDGMENT (DOCUMENT 27)	
TO ATTACH EXHIBITS 12 - 22	

- From the Civil or Criminal menu, select the **Supplement** event from the Other Filings->Other Documents event list.
 1. Link this Supplement to the original event entry.
 2. Upload the cover sheet as the main document.

3. Upload the remaining exhibits as if they were being attached to the original event entry, complete with exhibit descriptions.
4. Make a new cover sheet for each additional Supplement that needs to be filed, specifying exactly what document is being supplemented, as well as the attachments/exhibits that are being included in the entry.

CM/ECF SYSTEM BASICS

CM/ECF Definitions

The following definitions are used throughout this Manual:

- **“Case Management/Electronic Case Files (CM/ECF)”** refers to the Court’s automated system that receives and stores documents in electronic form in the Western District of Arkansas.
- **“Conventional Filing”** means filing a document in paper or other non-electronic, tangible format. Documents filed conventionally will be scanned, uploaded, filed and maintained in the CM/ECF system by Court staff unless these procedures provide otherwise.
- **“Electronic Document”** is the electronic version of a filed document. An electronic document has the same legal effect as a paper document.
- **“Electronic Filing”** means uploading a PDF document directly from the Filing User’s computer to the CM/ECF system.
- **“Electronic Signature”** refers to the fact that an electronic document is deemed signed when filed by an attorney, judicial officer or deputy clerk using a valid login and password, together with a written or typed signature in the /s/Typed Name format, on a signature line.

- **“Filing User”** is an individual who has a Court-issued login and password to the CM/ECF system to file documents electronically.
- **“Notice of Electronic Filing (NEF)”** is a notice automatically generated by the CM/ECF system when a document is filed in the system, setting forth the time of filing, the date the document was entered on the docket, the name of the party and/or attorney filing the document, the type of document, the text of the docket entry, the name and method of service for the party or attorney receiving the notice, and an electronic link (hyperlink) to the filed document which allows registered recipients to retrieve the document electronically.
- **“Public Access to Court Electronic Records (PACER)”** is an automated system that allows an individual to view, print and download Court docket information over the Internet at a fee established by the Judicial Conference of the United States.
- **“Portable Document Format (PDF)”** is the format used for storing documents in the CM/ECF system. A document created with word processor software, or a paper document which has been scanned, must be converted to PDF to be filed electronically with the Court.
- **“Proposed Order”** is a draft document submitted by an attorney for a Judge’s signature. A proposed order should be provided to chambers in WordPerfect (.wpd extension) or Rich Text Format (.rtf extension) as an electronic attachment to an e-mail addressed to the appropriate chambers.

Chief Judge P.K. Holmes, III
 Judge Harry F. Barnes
 Judge Timothy L. Brooks
 Judge Robert T. Dawson
 Judge Jimm Larry Hendren
 Judge Susan O. Hickey
 Chief Magistrate Judge Barry A. Bryant
 Magistrate Judge Erin L. Setser
 Magistrate Judge Mark E. Ford
 Magistrate Judge James R. Marschewski

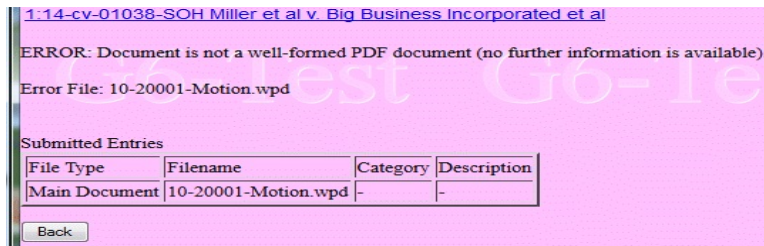
PKHinfo@arwd.uscourts.gov
HFBinfo@arwd.uscourts.gov
TLBinfo@arwd.uscourts.gov
RTDinfo@arwd.uscourts.gov
JLHinfo@arwd.uscourts.gov
SOHinfo@arwd.uscourts.gov
BABinfo@arwd.uscourts.gov
ELSinfo@arwd.uscourts.gov
MEFinfo@arwd.uscourts.gov
JRMinfo@arwd.uscourts.gov

Document Error Messages

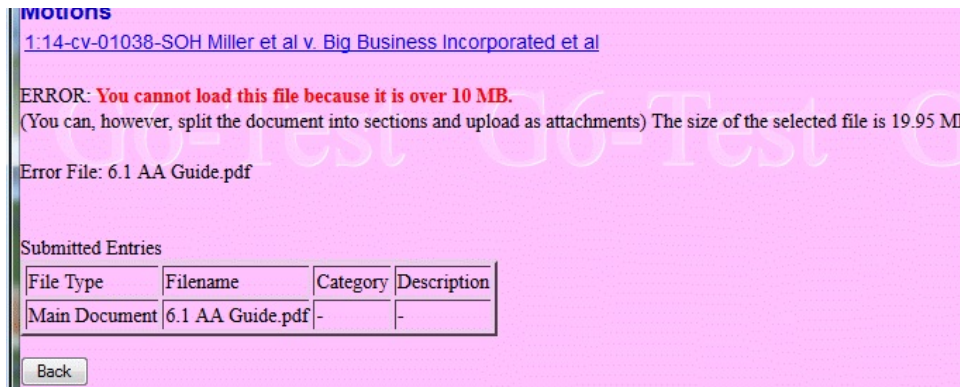
- If you fail to properly select a document, the following message will display:



- If the document selected is not a well-formed PDF, the following message will display:



- If the document exceeds the maximum file size, the following message will display:



Documents Filed in Error

A document incorrectly filed in a case may result from:

- Posting the wrong PDF file to a docket entry;
- Selecting the wrong event from the menu; or
- Posting the document to the wrong case number.

The CM/ECF system does not permit you to change the misfiled document or incorrect docket entry once the docketing transaction is completed.

- As soon as an error is discovered, contact the **CM/ECF Help Desk** line at **(866) 540-5066** for assistance.
- Alternatively, you may contact a divisional office for assistance:

El Dorado	(cases starting with "1")	(870) 862-1202
Fort Smith	(cases starting with "2" & "6")	(479) 783-6833
Texarkana	(cases starting with "4")	(870) 773-3381
Fayetteville	(cases starting with "3" & "5")	(479) 521-6980

Note: If you are unsure which office is appropriate, contact the Headquarters office in Fort Smith.

DO NOT ATTEMPT TO RE-FILE THE DOCUMENT!!

- You will need to provide the case and document numbers for the document requiring correction.
- If appropriate, the court will modify the docket entry and indicate that the document was filed in error.
- You will be advised if re-filing is required.

Technical Failure

- **Technical Failure** is a failure of the Court owned/leased hardware, software and/or telecommunications equipment which results in the inability of a Filing User to submit a document electronically. “Technical Failure” does **not** include the malfunctioning of a Filing User’s equipment.
 1. The Clerk’s office shall deem the Western District of Arkansas’ CM/ECF website to be subject to technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one (1) hour after 8:00 a.m. that day. If possible, known system outages will be posted on the public and/or CM/ECF website.
 2. In the event of a technical failure of the Court’s CM/ECF website, documents may be submitted to the Clerk’s office conventionally, with a *“Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties”* attached. A sample Declaration is attached. (See **Appendix C**)
 3. A filing party whose pleading is made untimely as a result of a technical failure of the Court’s CM/ECF system may seek appropriate relief from the Court.
 4. Problems on the filer’s end, such as phone line problems, problems with the filer’s Internet Service Provider (ISP), or hardware or software problems will **not** constitute a technical failure under these procedures nor excuse an untimely filing.
 - A filer who cannot file a document electronically because of a problem with the filer’s equipment **must** file the document conventionally.

User Interactions

- User selects the event type from the appropriate Civil or Criminal events categories.
- User clicks command buttons (Next, Back or Clear) to advance to the next process.
- User enters the specific case number.
- User selects the appropriate filer(s).
- User selects all appropriate PDF documents for uploading in the CM/ECF system.
- User confirms the correctness of the final docket text.
- User completes the transaction when the Notice of Electronic Filing (NEF) displays.

A STEP-BY-STEP GUIDE

CM/ECF System Access

Users can access the “**LIVE**” CM/ECF System via the Internet at <https://ecf.arwd.uscourts.gov> or through the court’s public website at www.arwd.uscourts.gov and click the **E-Filing (CM/ECF)** link.

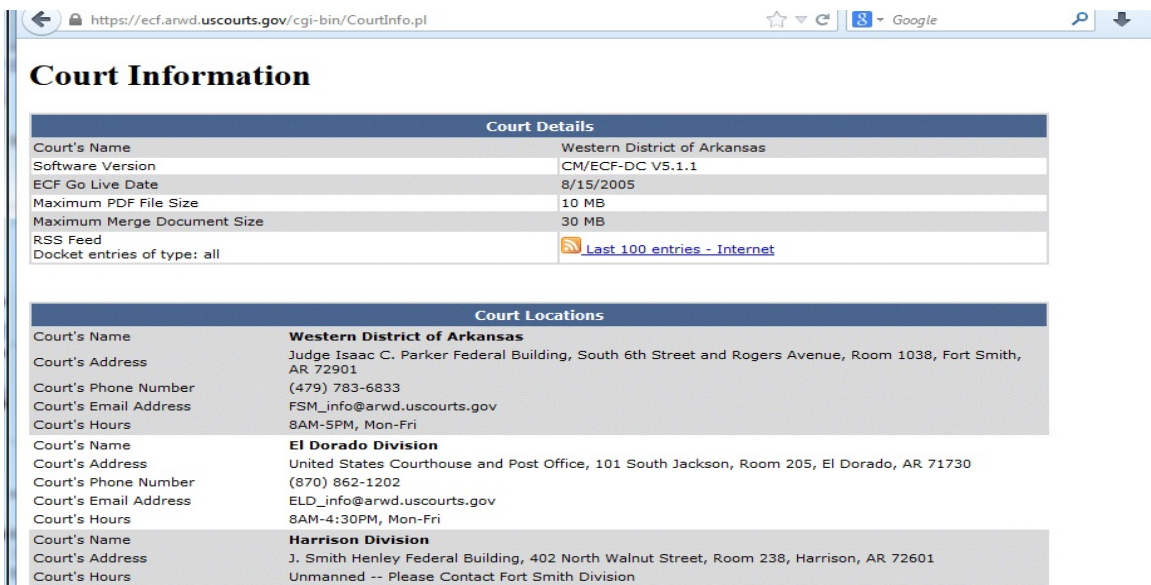
NOTE: For instructional purposes, screen shots used throughout this manual are taken from the CM/ECF-TEST database.

Click the hyperlink for the [E-Filing \(CM/ECF\)](#) or from the CM/ECF tab ->CM/ECF Login to access the login screen.



Note: If you are wanting to file, or view a document filed, in the U.S. District Court, Western District of Arkansas be sure the court’s name appears on the “Welcome” line.

The Court Information link provides court specific CM/ECF details, divisional office contact information, PACER contact information and case flag definitions. See the screen sample:



CM/ECF or PACER Login Screen

There are several messages presented to the user on the login screen.

You can either file documents by entering your **CM/ECF filing** login information or view documents by entering your **PACER** login information.

If you receive this login page as a result of clicking a document link in an NEF, instructions are provided.

Links are provided to the PACER service center to enable a viewing user to create a PACER account.

Information regarding basic redaction responsibilities and links to the Federal Rules that govern redaction requirements are available. Additionally, a filer must indicate that they have read the applicable redaction rules and will comply with these rules.

Note:

Client Code

The Client Code is available for PACER billing purposes. If used each time to access the CM/ECF system to view documents related to a particular client's case, the PACER billing information will be separated by the client code. Entering a client code when filing is not necessary, since there are no fees associated with electronic filing.

CM/ECF Filer or PACER Login

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

Instructions 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 filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. 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. 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.

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>.

<p>Authentication</p> <p>Login: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>client code: <input type="text"/></p> <p><input type="button" value="Login"/> <input type="button" value="Reset"/></p>	<p>IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with Fed. R. Civ. P. 5.2 or Fed. R. Crim. P. 49.1. This requirement applies to all documents, including attachments.</p> <p><input type="checkbox"/> I understand that, if I file, I must comply with the redaction rules. I have read this notice.</p>
---	---

Notice
An access fee of \$0.10 per page or \$3.00 per document with an audio attachment, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.5, and Internet Explorer 7 and 8.


For filing purposes, enter the assigned filer login and password, click to check the redaction rules box and click **Login**.

Note: You must read and indicate that you understand and will comply with the redaction rules by checking the box. The CM/ECF system will not permit a filing user to continue unless the box is checked.

All login names and passwords are case sensitive. If an incorrect login or password is entered 5, or more, times the system will lock you out for an equivalent number of minutes. Contact the CM/ECF Help Desk line at (866) 540-5066 if you need to have your password reset before the lockout time expires.

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

The screenshot shows the CM/ECF system interface. At the top, there is a blue navigation bar with the following links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The main content area is pink and contains the following text:


U. S. District Court
Western District of Arkansas
Official Court Electronic Document Filing System

This message is contained in the file OperationNotice.htm.
 You may use this file to alert users to current CM/ECF operational issues.
 This text is coming from site table record OperationNoticeOutside

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

Welcome to the U. S. District Court for the Western District of Arkansas Electronic Document Filing System. This page is for use by attorneys and firms participating in the electronic filing system. The most recent version of the Adobe PDF reader can be obtained by selecting the [PDF Settings](#) option listed below.

[PDF Settings](#)

Last login: 01-30-2014 11:10

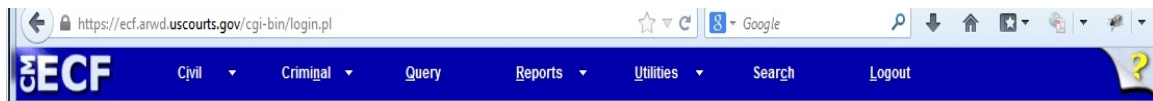
22July2011

Note: The date you last logged into the system appears at the bottom left corner of this screen. Please review this

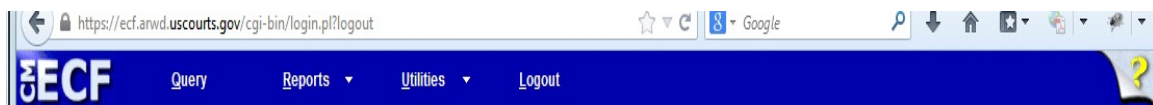
information each login session for security reasons. If you believe your last login date and time are incorrect, please **change your password** and notify the court's Help Desk line **immediately**.

Note: Have I logged into CM/ECF or PACER?

If you have logged into the CM/ECF system with your **filer** login, the menu bar will have seven (7) options: Civil, Criminal, Query, Reports, Utilities, Search and Logout.



If you have logged into the CM/ECF system with your **PACER** login, the menu bar will have four (4) options: Query, Reports, Utilities and Logout.



Menu Bar

- Civil** Select **Civil** to electronically file all civil case pleadings, motions and other court documents.
- Criminal** Select **Criminal** to electronically file all criminal case pleadings, motions and other court documents.
- Query** Select **Query** to view specific case, or party name, or specific civil action matters. Login to **PACER** is required.
- Reports** Select **Reports** to retrieve docket sheets, cases filed reports and written opinions. Login to **PACER** is required.
- Utilities** Select **Utilities** to view the transaction log and maintain your personal CM/ECF account information.

Search Select **Search** to find an appropriate event for filing. Using the search criteria of Notice will return a large list of events. Narrow the search using more specific language. (e.g. Objections)

Logout Select **Logout** to properly exit from the CM/ECF system and prevent further filing with your login and password.

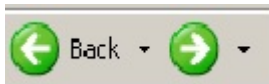
Manipulating the Screens

Most screens have the following buttons:

Clear Clears all characters that have been entered in the box(es) on a specific screen; and

Next or Submit accepts the entry just made and advances to the next entry screen, if any.

Correcting a Mistake



Use the back and forward buttons located on the Navigation Toolbar to go back to correct an entry made on a previous screen.

IF THE TRANSACTION HAS BEEN COMPLETED, ONLY COURT USERS CAN MAKE CHANGES OR CORRECTIONS.

CIVIL EVENTS FEATURE

- Registered filers will use the **Civil** menu option of the CM/ECF system to electronically self-file and docket entries with the court for a variety of pleadings in civil and miscellaneous matters.
- This section of the manual uses a few examples to describe the basic steps needed to file. The process is consistent regardless of the event selected.

There are eight (8) basic steps involved in filing a document:

1. Select the appropriate event for the type of document to be filed (See **Appendix F**);
2. Enter the case number in which the document is to be filed;
3. Select the party(ies) filing the document;
4. Upload and attach the appropriate PDF file as the main document;
5. Upload and attach any attachments or exhibits to the main document being filed;
6. Modify the docket text, if necessary;
7. Complete the transaction; and
8. Receive notification of electronic filing (NEF).

Filing a Case Initiating Document or a Pleading that Adds Parties in a Civil Case

- All case initiating documents (*i.e.* Complaint with civil cover sheet and summons or Notice of Removal with civil cover sheet) and any pleading that adds a party (*i.e.* Amended Complaint, Third-Party Complaint, Intervenor Complaint) shall be filed conventionally, in paper form, and delivered to the Clerk's office by hand-delivery, U.S. Postal Service or other carrier service.
- Present the Clerk's office with:
 - (a) Complaint, Notice of Removal, or pleading that adds a party with **original signature**;
 - (b) Civil Cover Sheet (JS-44, latest version);
 - (c) Summons to be issued by the clerk and returned to the plaintiff/attorney for service; and
 - (d) Filing fee in the form of check, cash, money order, or credit or debit card (credit or debit cards must be presented in person); or
 - (e) Completed application/motion to proceed in forma pauperis.
- Clerk's office staff will filemark, scan, upload and docket the pleading in the CM/ECF system. If you are a registered CM/ECF user, you will receive electronic notification when the

pleading is filed. Otherwise, you will receive a copy of the pleading, if a copy was not returned to you at the time of filing, and the Notice of Electronic Filing (NEF).

Note: This does not constitute service pursuant to the Federal Rule of Civil Procedure 4.

Entry of Appearance by Counsel

- An attorney signing a conventionally filed document will be entered as counsel of record on the docket by Clerk's office staff.
- If a party is represented by multiple attorneys, a separate Notice of Appearance must be filed by **each** attorney to ensure that representation is noted on the docket sheet and that each attorney will receive prompt electronic service of documents filed throughout the duration of the case.

NOTE: A sample Notice of Appearance form can be downloaded from the court's website at www.arwd.uscourts.gov -> Attorney Information->Attorney Forms and is attached to this manual. (See **Appendix D**)

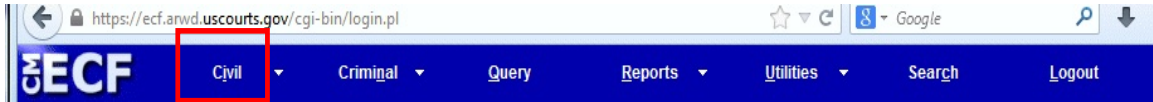
- Use the Other Filings->Notices->Notice of Appearance event.

NOTE: For pro hac vice admission, please refer to the public website, www.arwd.uscourts.gov, Attorney Information tab for procedures and fees.

Filing a Motion

This section describes the process for filing a motion in CM/ECF. The process is similar for filing other pleadings in CM/ECF.

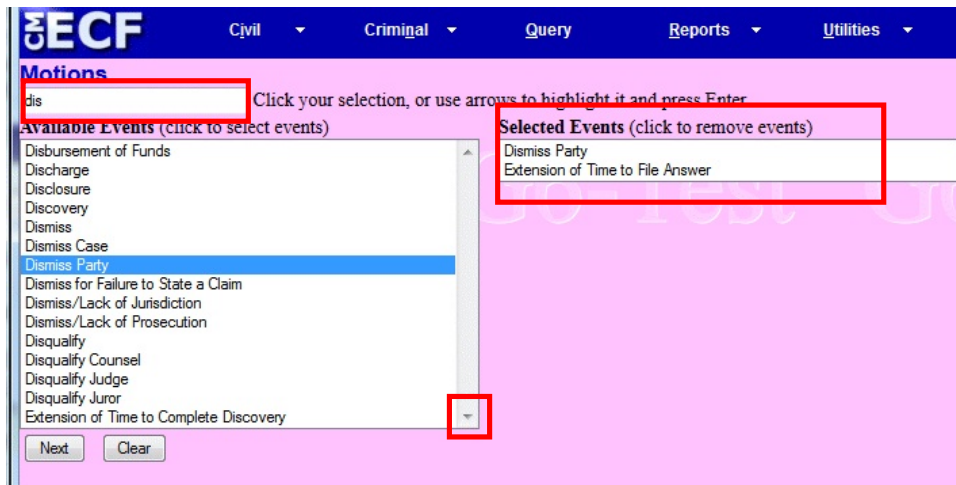
- **Select the appropriate case type.**
 - Select **Civil** from the blue bar at the top of the Main Menu.



- Click the **Motions** hyperlink in the **Motions and Related Filings** category.



- Select the appropriate type of motion.



NOTE: Users can type the motion name in the Click your selection box; or
 Use the scroll bar or arrow keys to find the appropriate motion type in the Available events list.

- Click to select the appropriate motion type(s). The motion type(s) will appear in the **Selected Events** box.

NOTE: If an incorrect motion type appears in the **Selected Events** box, click that motion type to remove it as a selected event.

- **Enter the case number**

NOTE: Several case number formats are acceptable. The most common format is yy-nnnn. (*i.e.* 14-1038)

The screenshot shows the CM/ECF interface for Motions. At the top, there is a blue header with 'CM/ECF' and 'Civil'. Below this, the word 'Motions' is displayed. A form titled 'Civil Case Number' contains a text input field with the value '14-1038' and a button labeled 'Find This Case'. The 'Find This Case' button is highlighted with a red rectangular box. Below the input field are two buttons: 'Next' and 'Clear'.

- Click **Find This Case** and the complete case number, with division and case type codes, will display. (*i.e.* 1:14-cv-1038)

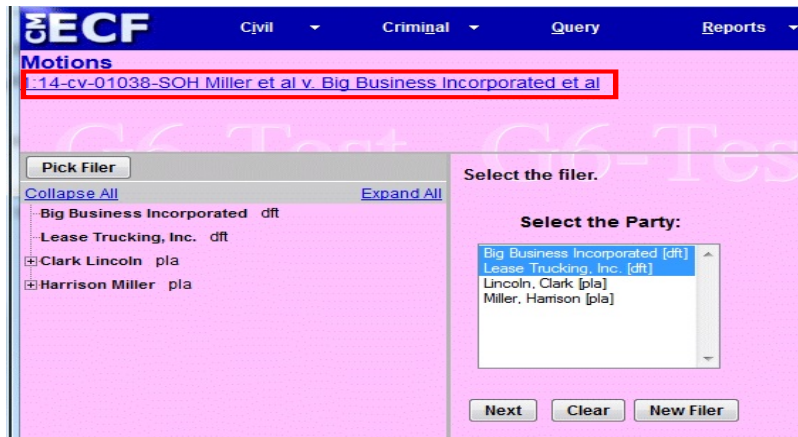
The screenshot shows the same CM/ECF interface. The 'Civil Case Number' field now displays the full case number '1:14-cv-1038'. The 'Next' button is highlighted with a red rectangular box. The 'Clear' button remains visible below it.

NOTE: If the case number was entered incorrectly, click **Clear** and re-enter the case number **OR** if the CM/ECF system indicates an invalid case number, click the **Back** button and re-enter the correct number.

- When the correct case number displays, click **Next**.

NOTE: The hyperlink that includes the case number and short title is a quick link to the docket sheet. If you click this link, a PACER login screen will display. PACER fees are assessed for viewing a docket sheet.

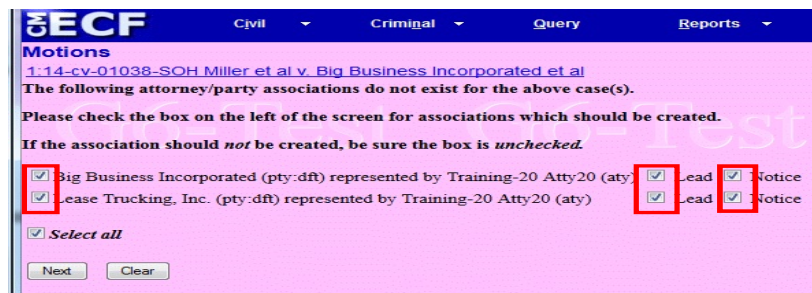
- Select the filer(s) by clicking the party name(s) in the pane on the right side of the screen.



NOTE: If you are filing this pleading on behalf of more than one (1) party and they are listed together, click to highlight the first name, then press the **Shift** key and click the last name. This will select the first and last party and all those between the two selected names.

If you filing this pleading on behalf of more than one (1) party but they are **not** listed together, click to highlight the first name, then press the **Control** key and continue selecting all appropriate parties.

- If this is the first time you are associated with the party for this case you will need to create the party/attorney association.



- Checking the box to the **left** of the party name associates the attorney with the party.
- Checking the **Lead** box adds the *LEAD ATTORNEY* designation to the attorney record that appears on the docket sheet.
- Checking the **Notice** box will add this attorney to the list of those who receive electronic notices of pleadings that are filed in the CM/ECF system.

NOTE: If this pleading is being filed as a joint motion, do **not** associate the attorney with the opposing party.

- Select the PDF file(s) for the main document and any attachments that is/are to be filed.
- Click **Browse** and navigate to the appropriate file location.

Motions
[1:14-cv-01038-SOH Miller et al v. Big Business Incorporated et al](#)
 Select the pdf document and any attachments.

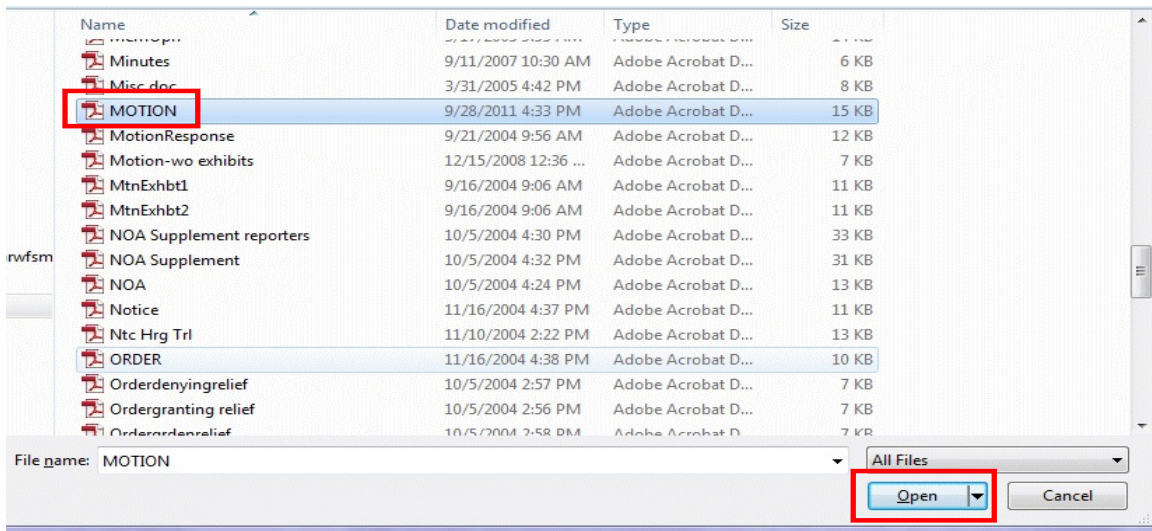
Main Document
 No file selected.

A DESCRIPTION MUST BE ENTERED FOR EACH ATTACHMENT ADDED. (Contract, Return Receipt, etc.)
 You may select a category, but it is not required.

DO NOT ATTACH PROPOSED ORDERS - SEND TO CHAMBERS BY EMAIL!

Attachments	Category	Description
1. <input type="button" value="Browse..."/> No file selected.	<input type="text"/>	<input type="text"/>

- Highlight the appropriate document and then right click to Open with Adobe to view the document in its entirety to confirm the correct/complete document will be uploaded.



NOTE: ALWAYS VIEW THE DOCUMENT IN ITS ENTIRETY BEFORE UPLOADING TO THE CM/ECF SYSTEM.

- Once verified, close the Acrobat window.
- Click the **Open** button in the pop up box to attach the document to the current event.
- If there is only a **Main Document** no additional description is required.
- If there are attachments, be sure to select the appropriate **Category** and include a brief **Description** for any attachment.



NOTE: If you select **Exhibit** from the **Category** list **do not include** Exhibit in the Description.

NOTE: All proposed orders should be submitted to the appropriate Judge's info account in either WordPerfect or Rich Text Format, referencing the document number for the motion to which it relates. (See **Appendix A**)

- Once the main document and any attachments are uploaded, click **Next** to continue.

NOTE: Depending on the motion type selected, the option to link to a previously filed document may be available.

- Check the box to the left of **Should** and click **Next** .

The screenshot shows the ECF Motions form for case 1:14-cv-01038-SOH Miller et al v. Big Business Incorporated et al. The form asks "Should the document you are filing link to another document in this case?" with a checked checkbox. Below this are fields for "Filed" and "Documents" with "to" labels. At the bottom are "Next" and "Clear" buttons. The "Next" button is highlighted with a red box.

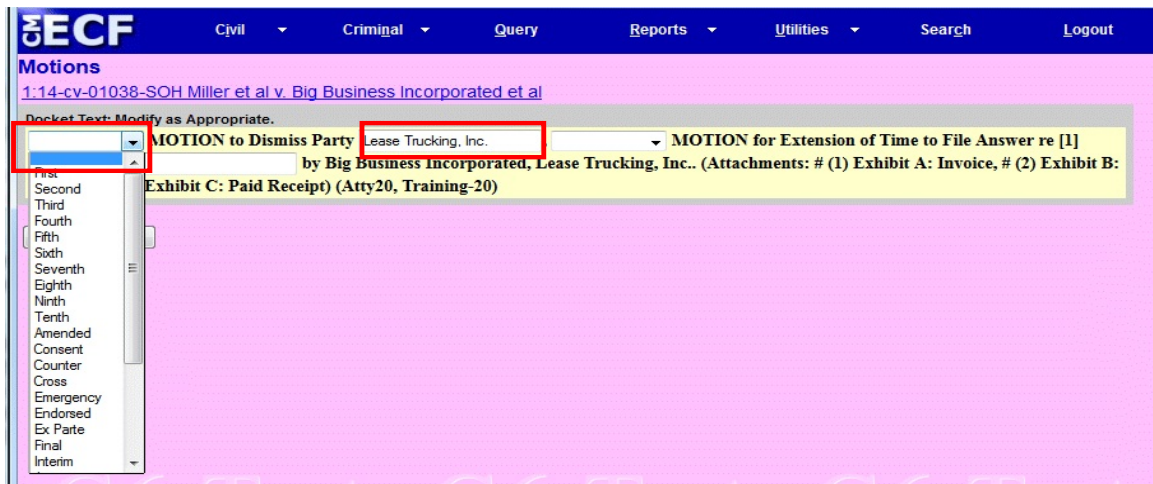
- A list of previously filed documents will display. Click to check the box beside the previously filed document to which this motion relates. Click **Next** .

The screenshot shows the ECF Motions form for case 1:14-cv-01038-SOH Miller et al v. Big Business Incorporated et al. It asks "Select the appropriate event(s) to which your event relates:". Below this is a list of three documents:

- 04/01/2014 1 COMPLAINT with Jury Demand against Big Business Incorporated, Lease Trucking, Inc. (Filing fee \$ 400.00, receipt number 1001234), filed by Harrison Miller, Clark Lincoln.(mfr) (Entered: 04/14/2014)
- 04/01/2014 2 CIVIL COVER SHEET for case initiated by Clark Lincoln, Harrison Miller. (mfr) (Entered: 04/14/2014)
- 04/01/2014 3 Summons Issued as to Big Business Incorporated, Lease Trucking, Inc. and returned to attorney or plaintiff for service. SERVICE ISSUED DOCUMENTS RESTRICTED TO COURT USERS. (mfr) (Entered: 04/14/2014)

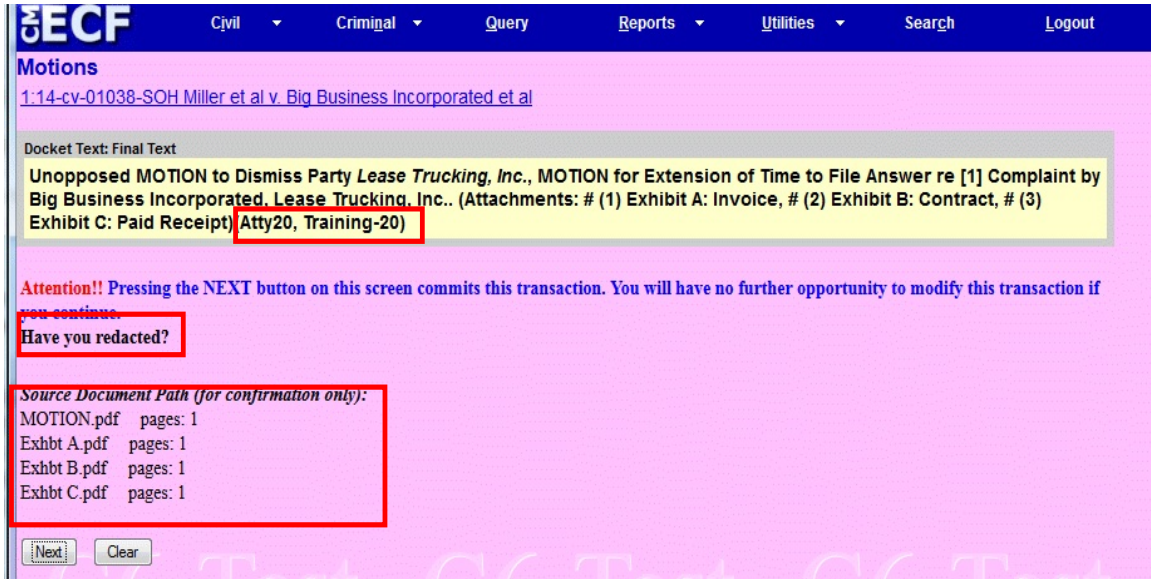
 The checkbox for the first document is checked. At the bottom are "Next" and "Clear" buttons. The "Next" button is highlighted with a red box.

- The drop down box presents a list of descriptive words to identify the motion being filed.
- The blank boxes allow the user to enter any appropriate text.



- When you are satisfied with the docket entry, click **Next**.
- You now have an opportunity to review the **Final Docket Text**. Any text added in the blank boxes now appears as italicized text.
- “**Have you redacted?**” reminds the filer of the redaction requirements.
- You also have an opportunity to confirm your document selection.

NOTE: You are not able to open the documents on this screen, but depending on your naming convention, you are able to confirm that the correct document(s) has/have been attached to the event.



- If all of the docket entry, including text, documents, filers and attorney login are correct, click **Next** to complete the transaction.



- The Notice of Electronic Filing (NEF) screen will display. Both the persons who are notified by electronic means and other delivery means are listed on the NEF.
- Print the NEF and attach it to your pleading for confirmation of filing.

NOTE: If any party is listed under the heading: **Notice has been delivered by other means to:** a copy of the NEF should be attached to any pleading that is being delivered by hand delivery, U.S. Postal Service or other carrier service.

IMPORTANT: The **Notice of Electronic Filing (NEF)** constitutes the file stamp. The court strongly urges you to copy, print or otherwise retain a copy for your personal files.

E-Mail Notification of Documents Filed

- CM/ECF will electronically transmit the Notice of Electronic Filing (NEF) to the other attorneys of record who have consented to electronic service by registering for CM/ECF access.

Who	Subject	Date	Size
NEF-test	Activity in Case 1:14-cv-01038-SOH Miller et al v. Big Business Incorporated et al Motion to Dismiss Party	04/15/2014 03:48 PM	5K
★ NEF-test	Activity in Case 5:14-cv-05050 Plaintiff v. Defendant Notice of Appearance	04/15/2014 04:48 PM	4K
NEF-test	Activity in Case 5:14-cv-05050 Plaintiff v. Defendant Answer to Complaint	04/15/2014 04:51 PM	4K
NEF-test	Activity in Case 5:14-cv-05050 Plaintiff v. Defendant Motion to Dismiss for Failure to State a Claim	04/15/2014 04:54 PM	4K
★ NEF-test	Activity in Case 5:14-cv-05050 Plaintiff v. Defendant Response in Opposition to Motion	04/15/2014 04:55 PM	4K
NEF-test	Activity in Case 5:14-cv-05011 Plaintiff v. Defendant Answer to Complaint	04/16/2014 07:03 PM	4K
★ NEF-test	Activity in Case 5:14-cv-05002 Plaintiff v. Defendant Memorandum Brief in Support	04/16/2014 07:31 PM	4K
NEF-test	Activity in Case 1:14-cr-10038 USA v. Garland et al Citation Calendar	04/18/2014 11:54 AM	4K
★ NEF-test	Activity in Case 1:14-cr-10038 USA v. Garland et al Motion for Extension of Time to File	04/18/2014 03:29 PM	4K

- Attorneys who receive a Notice of Electronic Filing (NEF) are permitted one “free look” at the document, within fourteen (14) days of filing, by clicking on the hyperlink associated with the **Document Number** embedded in the NEF.

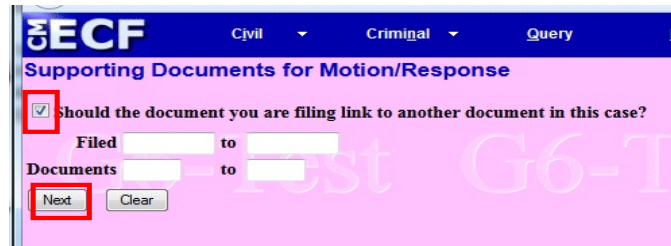
<p>Notice of Electronic Filing The following transaction was entered by Atty20, Training-20 on 4/15/2014 at 3:48 PM CDT and filed on 4/15/2014 Case Name: Miller et al v. Big Business Incorporated, et al. Case Number: 1:14-cv-01038-SOH Filer: Big Business Incorporated Lease Trucking, Inc. Document Number: 4</p> <p>Docket Text: Unopposed MOTION to Dismiss Party Lease Trucking, Inc., MOTION for Extension of Time to File Answer re [1] Complaint by Big Business Incorporated, Lease Trucking, Inc.. (Attachments: # (1) Exhibit A: Invoice, # (2) Exhibit B: Contract, # (3) Exhibit C: Paid Receipt)(Atty20, Training-20)</p> <p>1:14-cv-01038-SOH Notice has been electronically mailed to: Training-15 Atty15</p>

- The court strongly urges you to print or save the NEF and document(s) for future reference.
- Any subsequent retrieval of the case documents from CM/ECF must be made through PACER and is subject to regular PACER fees.

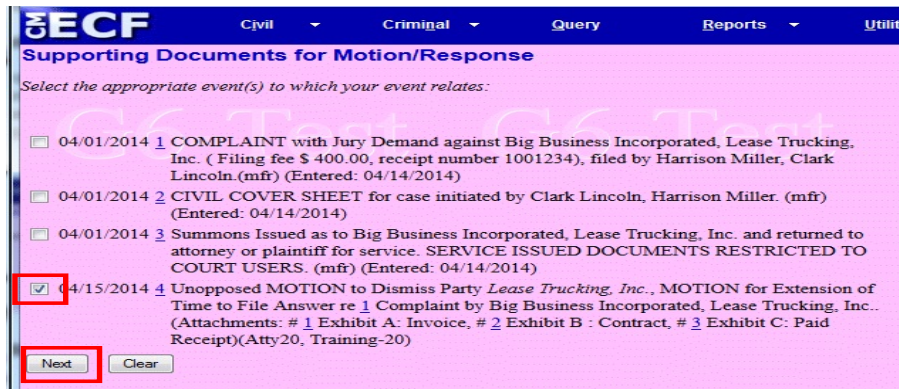
NOTE: It is the filer’s responsibility to serve paper copies of any pleading, with the NEF attached, to any party (pro se or attorney) who is not a registered CM/ECF User.

Linking Documents (Refer to Existing Docket Entries)

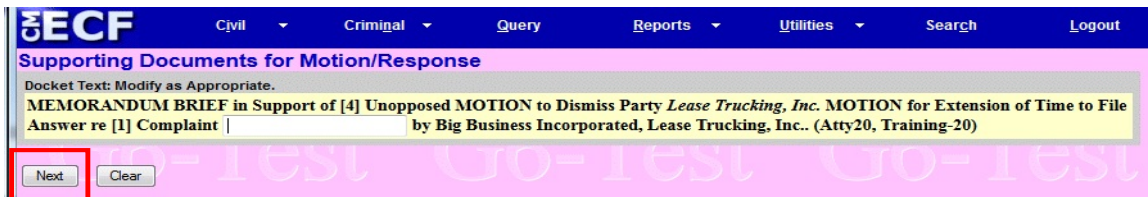
- Some documents, such as a memorandum brief in support, response to motion or reply to response to motion should be “linked” to their related events in the case. When filing these and certain other types of documents, you will see the following screens:
- To link this document to a previously filed document, click to check the box to the left of **Should** and then click **Next**.



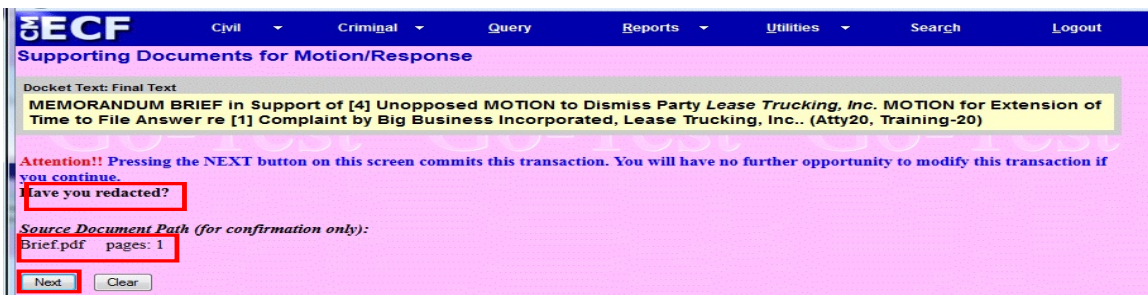
- A list of applicable pleadings displays. Click to select the previously filed pleading to which the current document relates and click **Next**.



- Note the additional language included in the final docket text. Modify the final docket text, if appropriate. Click **Next**.



- Review the final docket text, the redaction reminder and the source document path. If any changes are required, use the back arrow to return to a previous screen. Otherwise, click **Next** to complete the transaction.



CRIMINAL EVENTS FEATURES

Filing Documents in Criminal Cases

- Registered Filers will use the **Criminal** menu option of the CM/ECF system to electronically self-file and docket entries with the court for a variety of pleadings in criminal matters.
- This section of the manual uses an example to describe the basic steps needed to file. The process is consistent regardless of the event selected.

There are nine (9) basic steps involved in filing a document:

1. Select the appropriate event for the type of document to be filed (See **Appendix G**);
2. Enter the case number in which the document is to be filed;
3. Select the defendant case to which the pleading applies (*i.e.* specific defendant(s), entire case);
4. Select the party(s) filing the document;
5. Upload and attach the appropriate PDF file as the main document;
6. Upload and attach any attachments or exhibits to the main document being filed;
7. Modify the docket text, if necessary;
8. Complete the transaction; and
9. Receive notification of electronic filing (NEF).

Entry of Appearance by Counsel

- An attorney signing a conventionally filed document will be entered as counsel of record on the docket by Clerk's office staff.
- If a party is represented by multiple attorneys, a separate Notice of Appearance must be filed by **each** attorney to ensure that representation is noted on the docket sheet and that each attorney will receive prompt electronic service of documents filed throughout the duration of the case.

NOTE: A sample Notice of Appearance form can be downloaded from the court's website at www.arwd.uscourts.gov -> Attorney Information->Attorney Forms and is attached to this manual. (See **Appendix D**)

- Use the Other Filings->Notices->Notice of Attorney Appearance - Defendant or Notice of Attorney Appearance - USA event.

NOTE: For pro hac vice admission, please refer to the public website, www.arwd.uscourts.gov, Attorney Information tab for procedures and fees.

Filing a Motion

This section describes the process for filing a motion in CM/ECF. The process is similar for filing other pleadings in CM/ECF.

- **Select the appropriate case type.**
 - Select **Criminal** from the blue bar at the top of the Main Menu.

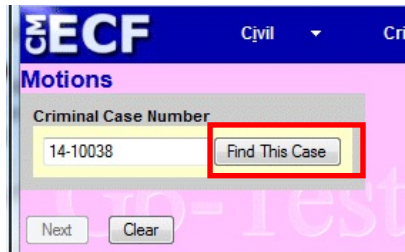


- Select the **Motions** hyperlink in the **Motions and Related Filings** category.

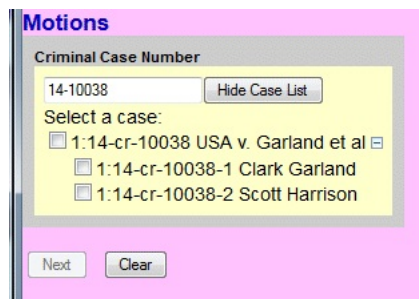


- **Enter the case number**

Note: Several case number formats are acceptable. The most common format is yy-nnnnn. (e.g. 14-10038)

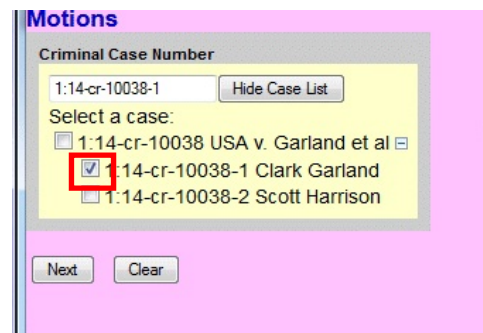
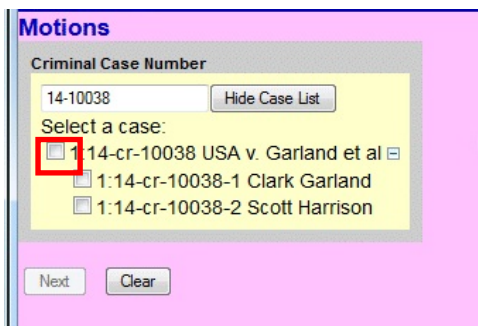


- Click **Find This Case** and the complete case number, with division and case type codes, will display. (i.e. 1:14-cr-10038)



NOTE: If the case number was entered incorrectly, click **Clear** and re-enter the case number **OR** if the CM/ECF system indicates an invalid case number, click the **Back** button and re-enter the correct number.

NOTE: In a multi-defendant case, the main case or any defendant case can be selected.



NOTE: In a single-defendant case, only the main case number will display.

The screenshot shows the ECF Motions interface. At the top, there is a blue header with the ECF logo and a 'Civil' dropdown menu. Below the header, the word 'Motions' is displayed in blue. A form field labeled 'Criminal Case Number' contains the text '5:14-cr-50001'. Below the input field are two buttons: 'Next' and 'Clear'.

- When the correct case number displays, click **Next**.
- Confirm that the case number and short title are correct. Click **Next**.

This screenshot shows the ECF Motions interface after clicking 'Next'. The case number and short title, '1:14-cr-10038 USA v. Garland et al', are displayed in blue text and are enclosed in a red rectangular box. Below the text are 'Next' and 'Clear' buttons.

NOTE: The hyperlink that includes the case number and short title is a quick link to the docket sheet. If you click this link, a PACER login screen will display. PACER fees are assessed for viewing a docket sheet.

- Select the filer(s) by clicking the party name(s) in the pane on the right side of the screen.

The screenshot shows the ECF Motions interface with the party selection pane open. The case number and short title are at the top. Below them are 'Collapse All' and 'Expand All' links. The party list on the left includes 'USA pla', 'Clark Garland dft', and 'Scott Harrison dft'. On the right, the 'Select the Party:' section shows a list of filers: 'USA [pla]', 'Garland, Clark (dft)', and 'Harrison, Scott (dft)'. The 'Garland, Clark (dft)' filer is highlighted with a red box. 'Next' and 'Clear' buttons are at the bottom.

NOTE: If you are filing this pleading on behalf of more than one (1) party and they are listed together, click to highlight the first name, then press the **Shift** key and click the last name. This will select the first and last party and all those between the two selected names.

If you are filing this pleading on behalf of more than one (1) party but they are **not** listed together, click to highlight the first name, then press the **Control** key and continue selecting all appropriate parties.

- If this is the first time you are associated with the party for this case you will need to create the party/attorney association.

Motions
[1:14-cr-10038 USA v. Garland et al](#)
 The following attorney/party associations do not exist for the above case(s).
 Please check the box on the left of the screen for associations which should be created.
 If the association should *not* be created, be sure the box is *unchecked*.

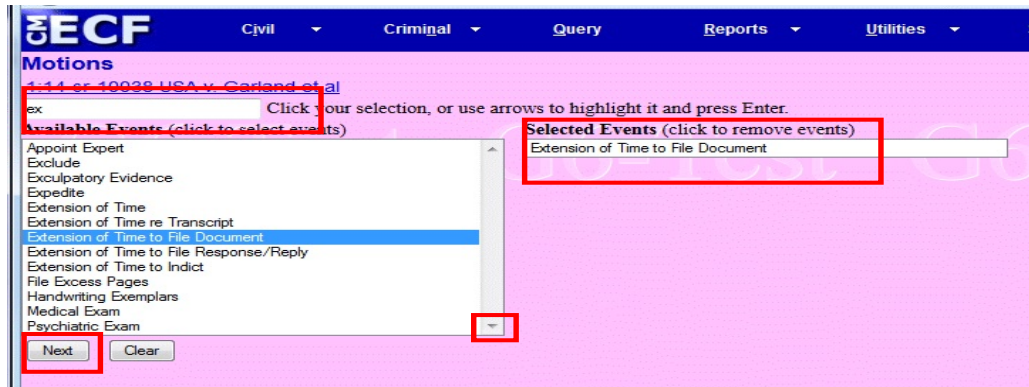
Clark Garland (pty:dft) represented by Training-30 Atty30 (aty) Lead Notice

Next Clear

- Checking the box to the left of the party name associates the attorney with the party.
- Checking the **Lead** box adds the *LEAD ATTORNEY* designation to the attorney record that appears on the docket sheet.
- Checking the **Notice** box will add this attorney to the list of those who receive electronic notices of pleadings that are filed in the CM/ECF system.

NOTE: If this pleading is being filed as a joint motion, do **not** associate the attorney with the opposing party.

- Select the appropriate type of motion.



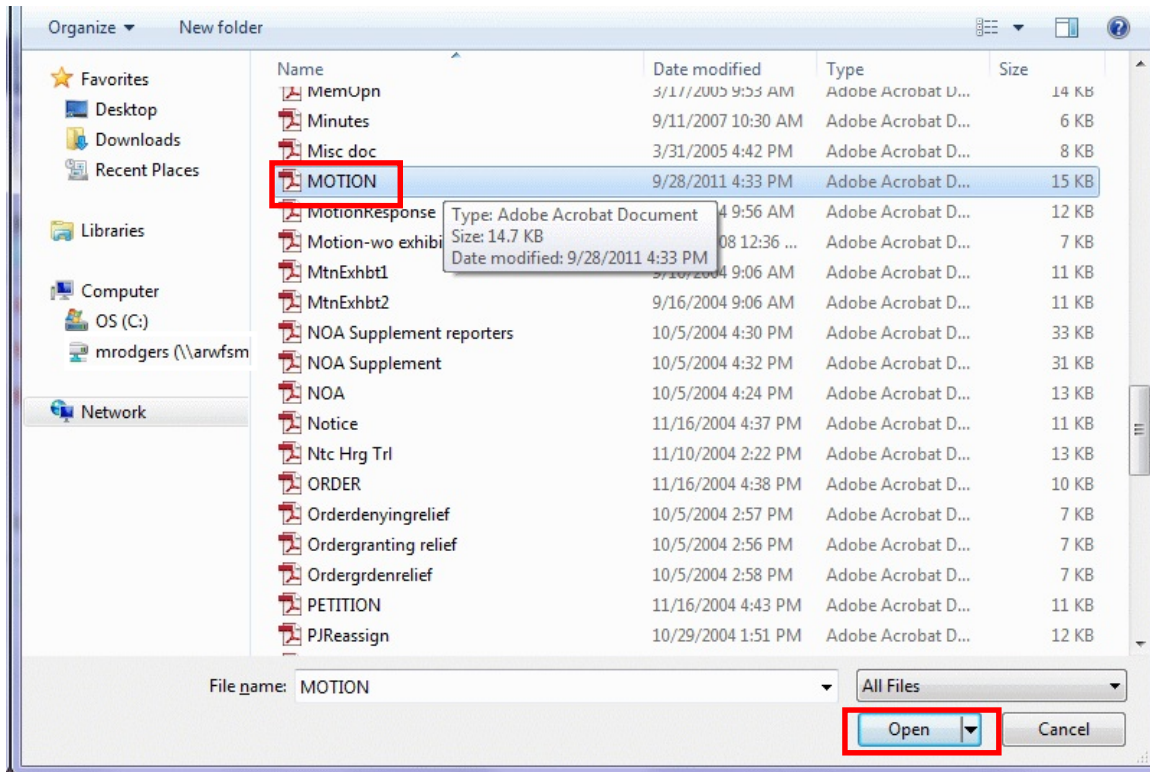
- Users can type the motion name in the **Click your selection** box; or
- Use the scroll bar or arrow keys to find the appropriate motion type in the list.
- Click to select the appropriate motion type(s). The motion type(s) will appear in the **Selected Events** box. Click **Next**.

NOTE: If an incorrect motion type appears in the **Selected Events** box, click that motion type to remove it as a selected event.

- Select the PDF file(s) for the main document and any attachments that is/are to be filed.
- Click **Browse** and navigate to the appropriate file location.



- Highlight the appropriate document and then right click to Open with Adobe to view the document in its entirety to confirm the correct/complete document will be uploaded.



NOTE: ALWAYS VIEW THE DOCUMENT IN ITS ENTIRETY BEFORE UPLOADING TO THE CM/ECF SYSTEM.

- Once verified, close the Acrobat window. Click the **Open** button in the pop up box to attach the document to the current event.
- If there is only a **Main Document** no additional description is required.
- If there are attachments, be sure to select the appropriate **Category** and include a brief **Description** for any attachment.

NOTE: If you select Exhibit from the Category list **do not include** Exhibit in the Description.

ECF Civil Criminal Query Reports Utilities

Motions
1:14-cr-10038 USA v. Garland et al
Select the pdf document and any attachments.

Main Document
Browse... MOTION.pdf

A DESCRIPTION MUST BE ENTERED FOR EACH ATTACHMENT ADDED. (Contract, Return Receipt, etc.)
You may select a category, but it is not required.
DO NOT ATTACH PROPOSED ORDERS - SEND TO CHAMBERS BY EMAIL!

Attachments	Category	Description
1. Browse... Exhibit A.pdf	Exhibit	A: Prison Log Remove
2. Browse... Exhibit B.pdf	Exhibit	B: Declaration Remove
3. Browse... No file selected.		

Next Clear

NOTE: All proposed orders should be submitted to the appropriate Judge’s info account in either WordPerfect or Rich Text Format, referencing the document number for the motion to which it relates. (See **Appendix A**)

- Once the main document and any attachments are uploaded, click **Next** to continue.

NOTE: Depending on the motion type selected, the option to link to a previously filed document may be available.

- Check the box to the left of **Should** and click **Next**.

Motions
1:14-cr-10038 USA v. Garland et al

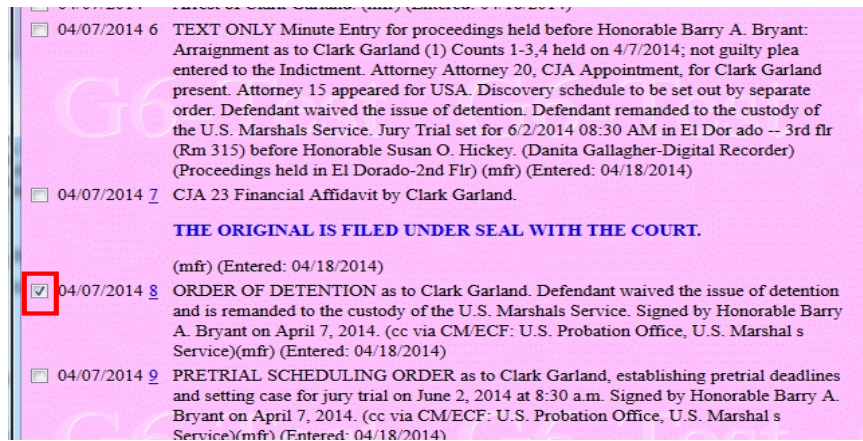
Should the document you are filing link to another document in this case?

Filed _____ to _____

Documents _____ to _____

Next Clear

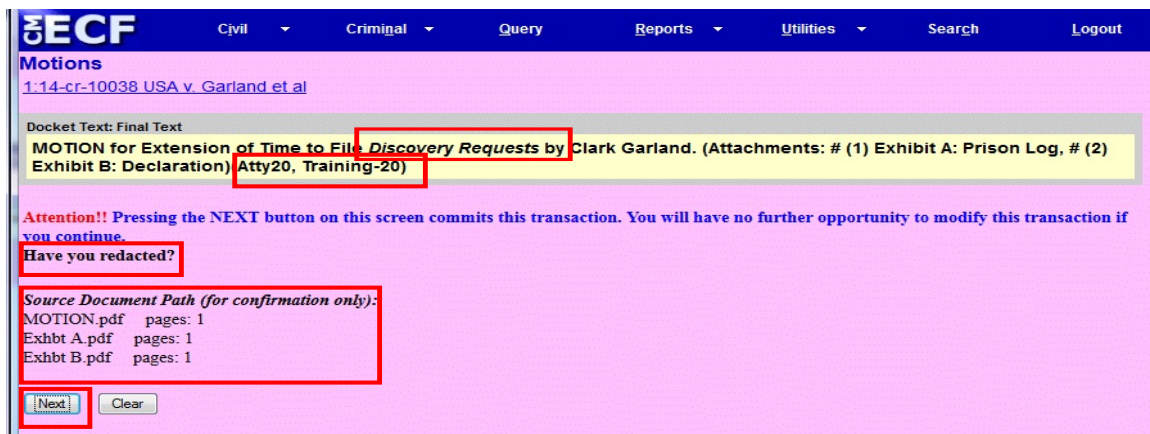
- A list of previously filed documents will display. Click the box to the left of any pleading to which the currently filed document should be associated. Click **Next**.



- The drop down box presents a list of descriptive words to identify the motion being filed.
- The blank boxes allow the user to enter any appropriate text.



- When you are satisfied with the docket entry, click **Next**.



- You now have an opportunity to review the **Final Docket Text**. Any text added in the blank boxes now appears in italicized text.
- **“Have you redacted?”** reminds the filer of the redaction requirements.
- You also have an opportunity to confirm your document selection. You are not able to open the documents on this screen, but depending on your naming convention, you are able to confirm that the correct document(s) has/have been attached to the event.
- If all of the docket entry, including text, documents, filers and attorney login are correct, click **Next** to complete the transaction.
- The Notice of Electronic Filing (NEF) screen will display. Both the persons who are notified by electronic means and other delivery means are listed on the NEF.

ECF Civil Criminal Query Reports Utilities Search Logout

Motions
[1:14-cr-10038 USA v. Garland et al](#)

U. S. District Court
 Western District of Arkansas

Notice of Electronic Filing

The following transaction was entered by Atty20, Training-20 on 4/18/2014 at 3:28 PM CDT and filed on 4/18/2014

Case Name: USA v. Garland et al
 Case Number: [1:14-cr-10038](#)
 Filer: Dft No. 1 - Clark Garland
 Document Number: [14](#)

Docket Text:
MOTION for Extension of Time to File *Discovery Requests* by Clark Garland. (Attachments: # (1) Exhibit A: Prison Log, # (2) Exhibit B: Declaration)(Atty20, Training-20)

1:14-cr-10038-1 Notice has been electronically mailed to:

Training-15 Atty15 Mary_Rodgers@arwd.uscourts.gov
 Training-20 Atty20 Mary_Rodgers@arwd.uscourts.gov
 Training-5 Atty5 lary_Rodgers@arwd.uscourts.gov

1:14-cr-10038-1 Notice has been delivered by other means to:

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

Document description: Main Document
 Original filename: n/a
 Electronic document Stamp:
 [STAMP dcecfStamp_ID=1094675213 [Date=4/18/2014] [FileNumber=123869-0]

- Print the NEF and attach it to your pleading for confirmation of filing.

NOTE: If any party is listed under the heading: **Notice has been delivered by other means to:** a copy of the NEF should be attached to any pleading that is being delivered by hand delivery, U.S. Postal Service or other carrier service.

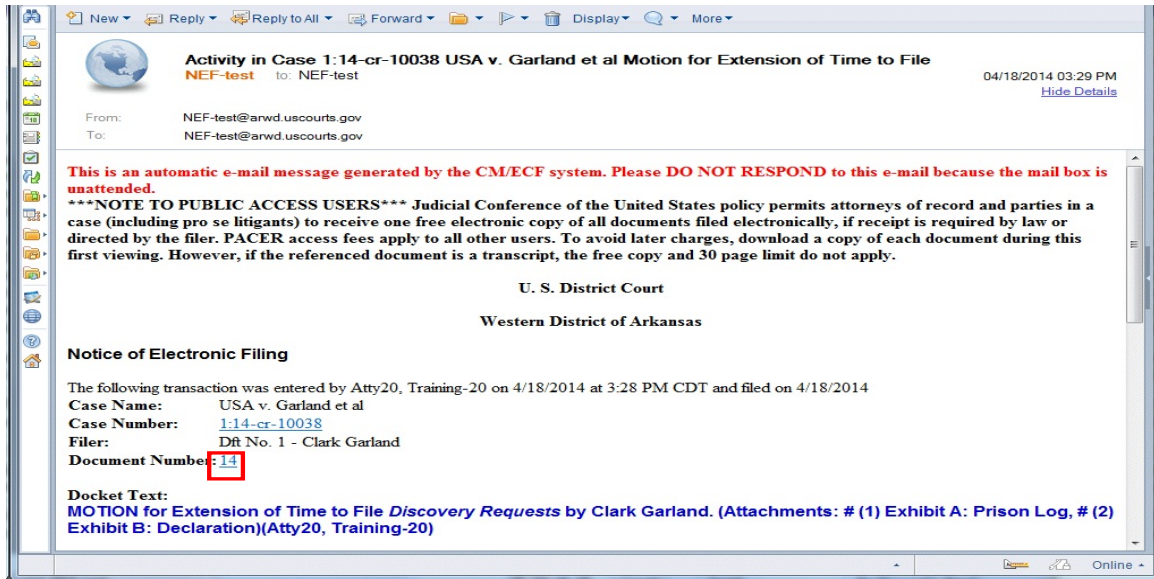
IMPORTANT: The **Notice of Electronic Filing (NEF)** constitutes the file stamp. The court strongly urges you to copy, print or otherwise retain a copy for your personal files.

E-Mail Notification of Documents Filed

- CM/ECF will electronically transmit the Notice of Electronic Filing (NEF) to the other attorneys of record who have consented to electronic service by registering for CM/ECF access.

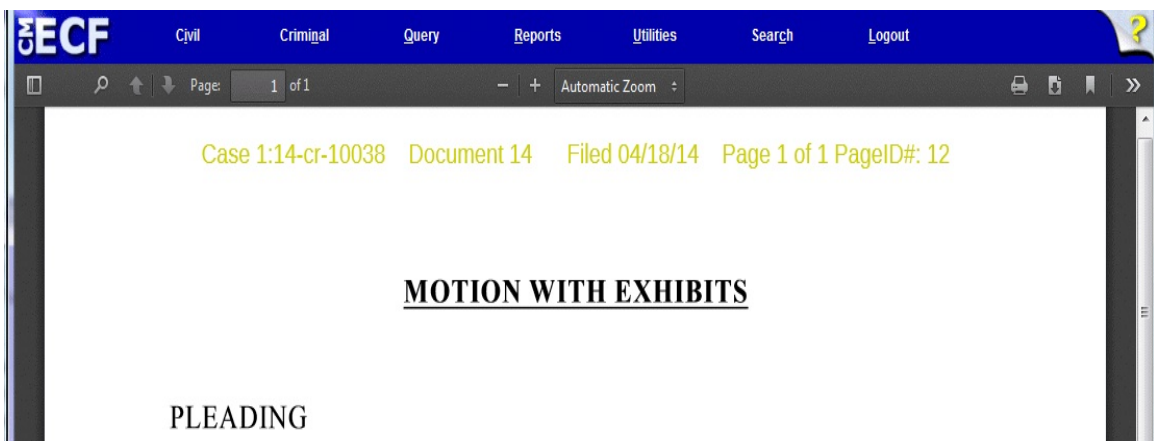
Who	Subject	Date	Size
NEF-test	Activity in Case 1:14-cv-01038-SOH Miller et al v. Big Business Incorporated et al Motion to Dismiss Party	04/15/2014 03:48 PM	5K
★ NEF-test	Activity in Case 5:14-cv-05050 Plaintiff v. Defendant Notice of Appearance	04/15/2014 04:48 PM	4K
NEF-test	Activity in Case 5:14-cv-05050 Plaintiff v. Defendant Answer to Complaint	04/15/2014 04:51 PM	4K
NEF-test	Activity in Case 5:14-cv-05050 Plaintiff v. Defendant Motion to Dismiss for Failure to State a Claim	04/15/2014 04:54 PM	4K
★ NEF-test	Activity in Case 5:14-cv-05050 Plaintiff v. Defendant Response in Opposition to Motion	04/15/2014 04:55 PM	4K
NEF-test	Activity in Case 5:14-cv-05011 Plaintiff v. Defendant Answer to Complaint	04/16/2014 07:03 PM	4K
★ NEF-test	Activity in Case 5:14-cv-05002 Plaintiff v. Defendant Memorandum Brief in Support	04/16/2014 07:31 PM	4K
NEF-test	Activity in Case 1:14-cr-10038 USA v. Garland et al Citation Calendar	04/18/2014 11:54 AM	4K
★ NEF-test	Activity in Case 1:14-cr-10038 USA v. Garland et al Motion for Extension of Time to File	04/18/2014 03:29 PM	4K

- Attorneys who receive a Notice of Electronic Filing (NEF) are permitted one “free look” at the document, within fourteen (14) days of filing.
- Click on the hyperlink associated with the **Document Number** embedded in the NEF.



NOTE: The filer is also permitted to have one “free look” at the document, within fourteen (14) days of filing.

- If there is only a main document that is **not restricted**, the document will display.



- If a document has multiple parts, hyperlinks to each document part will be available for viewing selection. Click each hyperlink to view the main document and any attachment(s).

Document Selection Menu

Multiple Documents

To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You may incur a PACER fee to view CM/ECF documents from hyperlinks within the documents.

Select the document you wish to view.

Document Number	Description	Pages	Size
14		1 page	15 kb
1	Exhibit A: Prison Log	1 page	10 kb
2	Exhibit B: Declaration	1 page	10 kb

- The court strongly urges you to print or save the NEF and documents for future reference.
- Any subsequent retrieval of the case documents from CM/ECF must be made through PACER and is subject to regular PACER fees.

NOTE: It is the filer's responsibility to serve paper copies of any pleading, with the NEF attached, to any party (pro se or attorney) who is not a registered CM/ECF user.

Linking Documents

- Some documents, such as a memorandum brief in support, response to motion or reply to response to motion should be "linked" to their related docket entries in the case. When filing these and certain other types of documents, you will see the following screens:

CM/ECF Civil Criminal Query

Supporting Documents for Motion/Response

Should the document you are filing link to another document in this case?

Filed to

Documents to

- To link this document to a previously filed document, click to check the box to the left of **Should** and then click **Next**.
- A list of applicable pleadings displays. Click to select the previously filed pleading to which the current document relates and click **Next**.

04/07/2014 7 CJA 23 Financial Affidavit by Clark Garland.
THE ORIGINAL IS FILED UNDER SEAL WITH THE COURT.
 (mfr) (Entered: 04/18/2014)

04/07/2014 8 ORDER OF DETENTION as to Clark Garland. Defendant waived the issue of detention and is remanded to the custody of the U.S. Marshals Service. Signed by Honorable Barry A. Bryant on April 7, 2014. (cc via CM/ECF: U.S. Probation Office, U.S. Marshal s Service)(mfr) (Entered: 04/18/2014)

04/07/2014 9 PRETRIAL SCHEDULING ORDER as to Clark Garland, establishing pretrial deadlines and setting case for jury trial on June 2, 2014 at 8:30 a.m. Signed by Honorable Barry A. Bryant on April 7, 2014. (cc via CM/ECF: U.S. Probation Office, U.S. Marshal s Service)(mfr) (Entered: 04/18/2014)

04/18/2014 14 MOTION for Extension of Time to File *Discovery Requests* by Clark Garland. (Attachments: # 1 Exhibit A: Prison Log, # 2 Exhibit B: Declaration)(Atty20, Training-20)

04/21/2014 15 ORDER Setting Hearing as to Clark Garland, Scott Harrison : In Court Hearing set for 4/28/2014 02:00 PM in El Dorado -- 3rd flr (Rm 315) before Honorable Susan O. Hickey. Signed by Honorable Susan O. Hickey on April 21, 2014. (cc via CM/ECF: U.S. Probation Office, U.S. Marshals Service)(mfr)

04/28/2014 16 Minute Entry for proceedings held before Honorable Susan O. Hickey: In Court Hearing as to Clark Garland, Scott Harrison held on 4/28/2014. Order to follow. (Felisha Burson-Court Reporter)(Proceedings held in El Dorado-2nd Flr) (mfr) (Entered: 05/14/2014)

- Note the additional language included in the final docket text. Modify the final docket text, if appropriate. Click **Next**.

Supporting Documents for Motion/Response

Docket Text: Modify as Appropriate.
MEMORANDUM BRIEF in Support of [14] MOTION for Extension of Time to File *Discovery Requests* by Clark Garland. (Atty20, Training-20)

- You now have an opportunity to review the **Final Docket Text**.

Supporting Documents for Motion/Response

Docket Text: Final Text
MEMORANDUM BRIEF in Support of [14] MOTION for Extension of Time to File *Discovery Requests* by Clark Garland. (Atty20, Training-20)

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

Source Document Path (for confirmation only):
 Brief.pdf pages: 1

- Review the final docket text, the redaction reminder and the source document path. If any changes are required, use the back arrow to return to a previous screen. Otherwise, click **Next** to complete the transaction.

RESTRICTED DOCUMENTS

Filing a Restricted Document

RESTRICTED -> Restricted Criminal Events

RESTRICTED -> Restricted Civil Events

IMPORTANT: ONLY DOCUMENTS FILED USING AN EVENT OPTION FROM **THESE** LISTS WILL HAVE RESTRICTED ACCESS.

USE OF **ANY OTHER EVENT** WILL RESULT IN THE PLEADING BEING AVAILABLE TO **ALL** COURT/PUBLIC TERMINAL AND PACER USERS.

NOTE: Refer to *Filing a Motion* in the Civil or Criminal Events Features sections for docketing screens. This section contains **only** those screens specific to restricted documents.

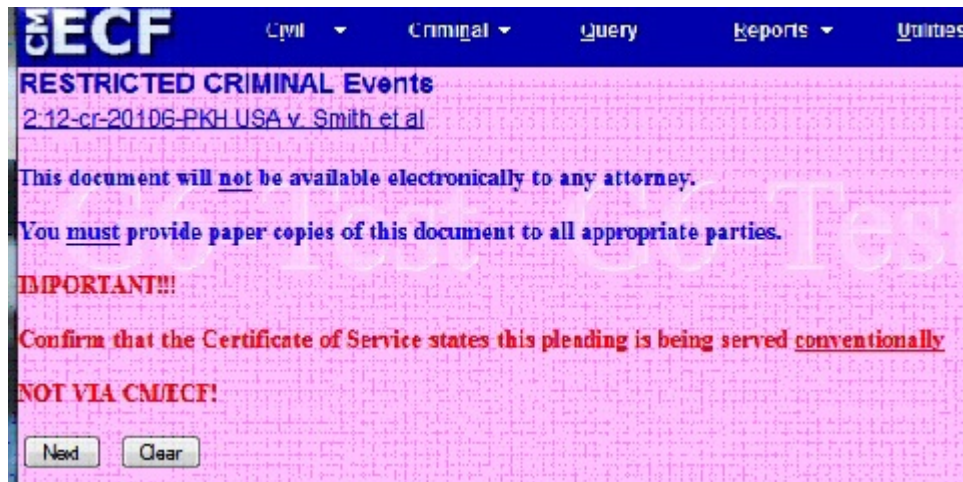
- **Response/Objection to Presentence Investigation Report, Motion to SEAL Search Warrant Documents, Motion to UNSEAL Search Warrant Documents, and Response to Motion re Search Warrant Documents** are the available restricted **Criminal** events that can be filed by an attorney.
- **Address Information Provided** is the available restricted **Civil** event that can be filed by an attorney.

NOTE: Please check the list often, as it is anticipated that more events will be added.

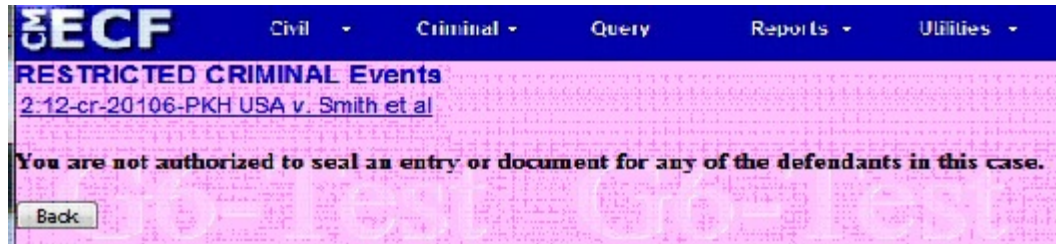
- All documents must be in PDF format. The maximum file size for any single document is 10 MBs. The maximum file size for any combination of documents for a single docket entry is 30 MBs.

- If the document is created from Word or WordPerfect and published/printed to PDF, the document file size will be relatively small.
- If the document is scanned, the recommended scanner settings are 300 dpi and black and white text. If color is **necessary**, the document can be created using the color or photo option, but the file size will be extremely large.
- Once the document is saved to a folder, or the desktop, in PDF format, access the CM/ECF LIVE system.
- Click **Restricted Criminal** or **Civil Events** from the **RESTRICTED** menu.
- Click the appropriate event from the Available Events list. It will then display in the **Selected Event** box. Click **Next**.

NOTE: A system message displays regarding service of this document. **Please read carefully.** Click **Next**.



NOTE: If you receive this error message, contact any divisional office or the CM/ECF helpdesk for assistance.



- Print the Notice of Electronic Filing (NEF) and attach to any original or copy of the document being maintained by you or provided to opposing counsel.
- When you receive email notification that the document has been filed, you must wait until the next business day to view the document electronically.

NOTE: If you try to open the document immediately, after logging into the CM/ECF system with your filer and PACER access information, the following message will be displayed:



- After court personnel have modified the document access, and you log into the CM/ECF system with your **filer** access information, the following message will be displayed:



- Click **View Document** and proceed to viewing the document.

NOTE: If there is any error with the event entry (document, party selection, document access, etc.) please contact the appropriate divisional office for assistance.


For any filing questions or other CM/ECF assistance, please contact the CM/ECF help desk.

Retrieving a Restricted Document

- If you are a registered CM/ECF user and counsel of record for a specific case, you will receive email notification when a restricted document has been filed.



- If the document has been filed by **court personnel** (chambers staff, clerk's office staff, U.S. Probation Officer), you should have immediate access to the document.
- Open the email and review the contents.
- To view the restricted document, click the **document number**.

 **Activity in Case 2:12-cr-20106-PKH USA v. Smith et al Presentence Investigation Report**
NEF-test to: NEF-test 12/07/2012 01:21 PM [Hide Detail](#)

From: NEF-test@arwd.uscourts.gov
To: NEF-test@arwd.uscourts.gov

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.

*****NOTE TO PUBLIC ACCESS USERS***** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.

U. S. District Court
Western District of Arkansas

Notice of Electronic Filing

The following transaction was entered on 12/7/2012 at 1:21 PM CST and filed on 12/7/2012

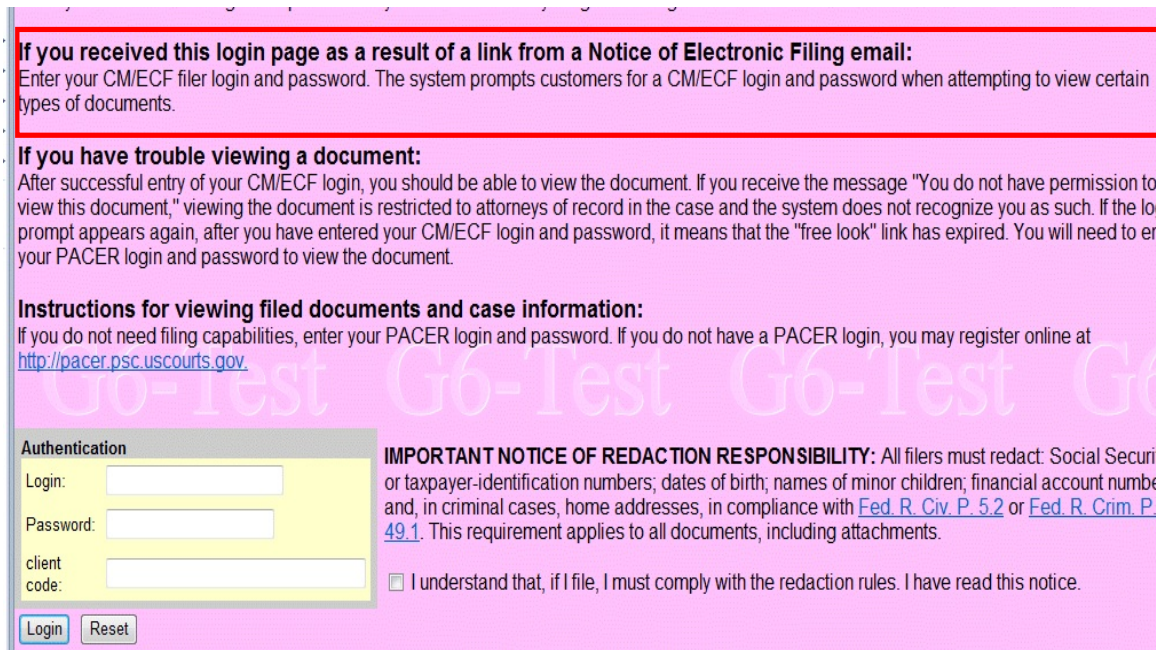
Case Name: USA v. Smith et al
Case Number: [2:12-cr-20106-PKH](#)
Filer:
Document Number: [21](#)

Docket Text:

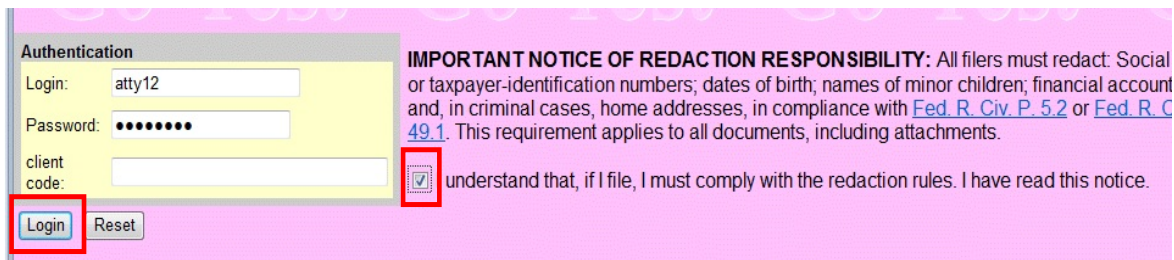
THE DOCUMENT IS FILED UNDER SEAL WITH THE COURT.

REVISED INITIAL DISCLOSURE COPY OF PRESENTENCE INVESTIGATION REPORT (SEALED) as to Lois Tuesday. Response or Objections to PSR due by 12/13/2012. (Attachments: # (1) Notice of Disclosure)(maar)

- When the login screen displays, instructions are provided.

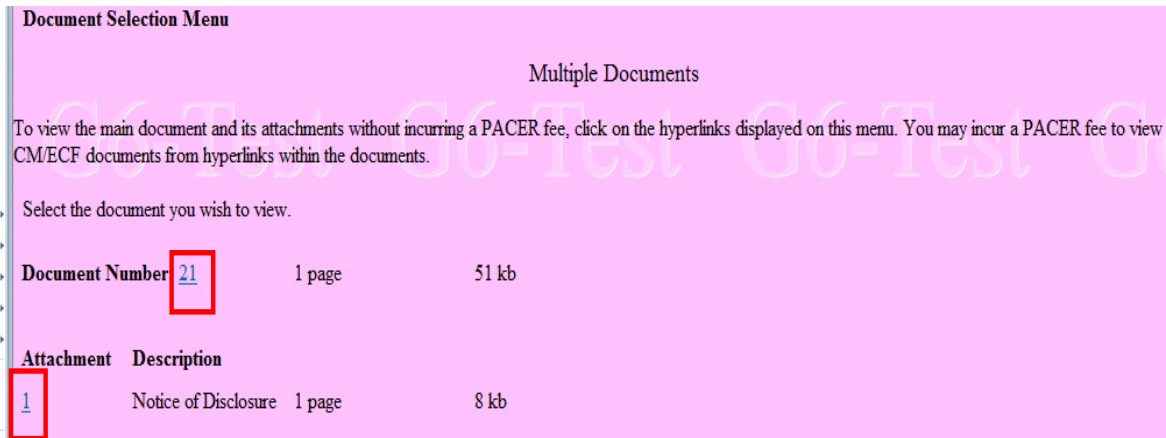


- Enter the **filer** login and password. Click **Login**.



NOTE: Even though you are not filing a document, you **must** check the redaction rules box to continue. This is a requirement each time a **filer** logs into the CM/ECF System.

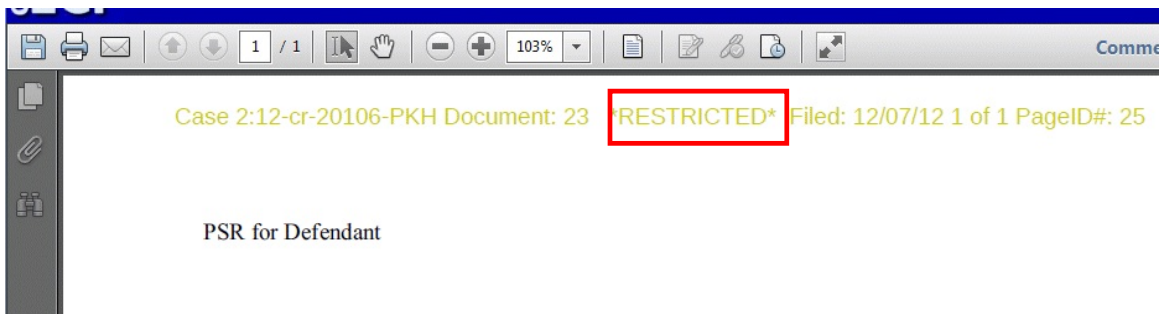
- If there are multiple documents associated with the entry, you must select each document and/or attachment number to view the pleadings.



- The system will display a warning message regarding document access. Click **View Document** continue.

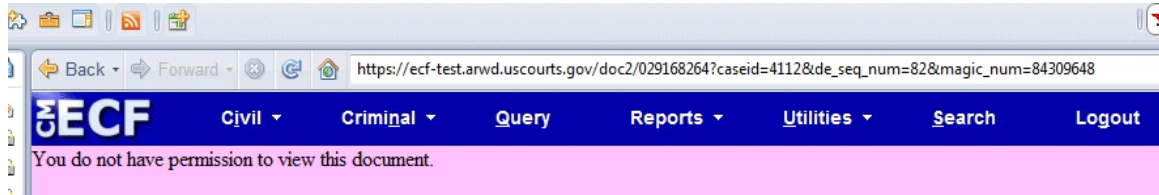


- If you are authorized to view the document, it will display.

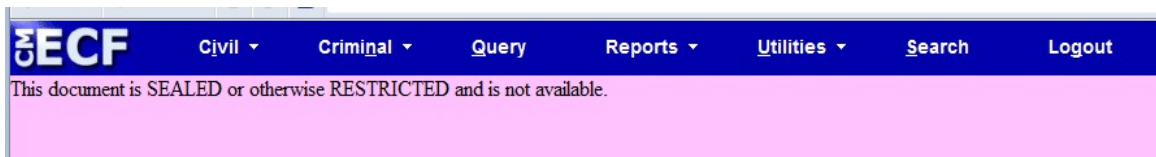


- If you are **not** authorized to view the document, after clicking the View Document button, the system will display the **PACER login** page.

- Enter your PACER login and password and client code, if appropriate. Click **Login**.
- The system returns the following message:



- If the document has been filed by **non-court personnel** (attorney filer), and you are authorized to view the document, you should not expect electronic access to the document until the next business day.
- If you attempt to view the document as soon as the Notice of Electronic Filing (NEF) is received, the system will require that you enter your **filer** login and password. You will also be required to enter your **PACER** login and password.
- The system will return the following message:



- If you experience any difficulty accessing a document you are authorized to view, please contact the appropriate divisional office for assistance.
- For any filing questions or other CM/ECF assistance, please contact the CM/ECF help desk.

DOCUMENTS FILED UNDER SEAL

Motion to File Under Seal

- All requests to seal a document must be made by motion.
- If a document accompanies the motion to seal, it must be submitted to the Clerk's office conventionally and shall be placed inside an 8½" × 11" envelope. Affixed to the exterior of the envelope shall be a cover sheet containing the following:
 - The case caption;
 - The name of the document or an appropriate title by which the document may be identified on the public docket; and
 - The name, address and telephone number of the person filing the document.

Order Granting Motion to File Under Seal

- If the motion is granted, the assigned Judge will electronically enter the order authorizing the filing of the document under seal.
- If the document was not submitted with the motion to seal, the Filing User will deliver the sealed document to the Clerk's office for conventional filing under seal in the format listed above.
- A copy of the Court's order permitting sealing will be attached to the envelope containing the sealed document.

NOTE: If a party is permitted to file an exhibit/attachment under seal, but the main document and other exhibit(s)/attachment(s) will be filed electronically, substitute a single page document for the exhibit identified as **EXHIBIT XX - FILED UNDER SEAL**.

Order Denying Motion to File Under Seal

- If the motion is denied, the document will be returned to the movant.

QUERY FEATURE

Persons with a valid PACER login can use this feature to retrieve, view and print certain case information and documents.

- Click **Query** on the blue menu bar.



- The PACER Login screen opens.
- Enter your valid PACER login and password.

NOTE: Information entered in the Client code box is used for PACER billing purposes.

 A screenshot of the PACER Login page. The page has a light blue background. At the top, the text 'PACER Login' is displayed in large, bold, blue letters. Below this, there is an 'Instructions' section with a small icon of a person. The instructions text reads: 'Enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>. If you have a CM/ECF filer login and password, and would like to automatically log in to PACER each time you log in as a filer, check the box below.' Below the instructions is a checkbox labeled 'Make this my default PACER login'. Underneath the checkbox is a line of text: 'After checking this box, you will only need to use your CM/ECF login and password, either for electronic filing or for viewing documents via PACER.' The main part of the form is titled 'Authentication' and contains three input fields: 'Login:', 'Password:', and 'Client code:'. Below these fields are two buttons: 'Login' and 'Reset'. At the bottom of the page, there is a 'Notice' section with text about access fees and contact information for the PACER Service Center.

- You will be charged a fee approved by the Judicial Conference of the United States. The current fee amount is posted to the login page or is available through PACER at www.PACER.gov
- After entering the PACER login and password, CM/ECF opens a data query screen.

Query

Search Clues

Case Number

or search by

Case Status: Open Closed All

Filed Date to

Last Entry Date to

Nature of Suit

Cause of Action

Last/Business Name (Examples: Desoto, Des*t)

First Name Middle Name

Type

- If you know the specific case number it can be entered in a variety of formats. The most common format is yy-nnnn (civil) or yy-nnnnn (criminal). Click **Find This Case** and the number will be reformatted to include the division and case type codes.
- Narrow your search results by selecting only Open or Closed cases, entering from and to dates for filed and last entry, selecting specific Nature(s) of Suit or Cause(s) of Action.
- A business, party or attorney search can be completed by entering information in the appropriate text boxes. Narrow the search by specifying the party type.

Last/Business Name (Examples: Desoto, Des*t)

First Name Middle Name

Type

- If more than one person matches the requested criteria, a list will display.



- Click the hyperlink to select the specific party.
- If the person is named in more than one (1) case, the case list will display. Otherwise, the system will advance to the case query screen.



Party is named in more than one (1) case.

- Click the hyperlink for a specific case.

1:14-cv-01038-SOH Miller et al v. Big Business Incorporated et al
 Susan O. Hickey, presiding
Date filed: 04/01/2014
Date of last filing: 04/15/2014

Query

- [Alias](#)
- [Associated Cases](#)
- [Attorney](#)
- [Case File Location...](#)
- [Case Summary](#)
- [Deadlines/Hearings...](#)
- [Docket Report ...](#)
- [Filers](#)
- [History/Documents...](#)
- [MDL Case Report](#)
- [Party](#)
- [Related Transactions...](#)
- [Status](#)

Selection Criteria for Query

Name Criteria	Miller (pty)
Name Matched	Harrison Miller

Party is named in a single case.

At the top of the screen, CM/ECF displays the case number, case short title, presiding judge, referral judge (if any), the date the initial action was filed and the date of the last filing transaction for the case.

- Each hyperlink included in the Query list will return information specific to the Query requested.

Alias

Lists any party and the associated alias and alias type, if applicable.

1:14-cr-10038 All Defendants USA v. Garland et al
Date filed: 04/01/2014
Date of last filing: 04/28/2014

Parties with aliases

Clark Garland (1) aka Maverick
(Defendant)

Otherwise the CM/ECF system returns this message:

1:14-cr-10038 All Defendants USA v. Garland et al
Date filed: 04/01/2014
Date of last filing: 04/28/2014

There are no parties with aliases for case 1:14-cr-10038

Associated Cases

Lists all Lead/Member cases that are associated in a consolidated matter; Other Court Information, if the case was transferred or removed to this district; or 2255 associations (both criminal and civil cases).

1:14-cr-10038 All Defendants USA v. Garland et al
Date filed: 04/01/2014
Date of last filing: 04/28/2014

Associated Cases

Other Court Information

Court Name	Case Number	Start Date	End Date
U.S. District Court, Southern District of Georgia	14-cr-0123	04/01/2014	

Attorney

Lists attorneys with their respective client(s), even if that representation has been terminated.

1:14-cr-10038 All Defendants USA v. Garland et al
Date filed: 04/01/2014
Date of last filing: 04/28/2014

Attorneys

Training-15 Atty15
 Law Office of Atty 15
 123 Main Street
 Suite 105
 Any Town, AR 72222
 (479) 123-4567
 (479) 123-4568 (fax)
 atty15@lawfirm.com
 Assigned: 04/01/2014
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

representing **USA (Plaintiff)**

Training-20 Atty20
 Law Office of Atty 20
 123 Main Street
 Suite 20
 Any Town, AR 72222
 (479) 123-4567
 atty20@lawfirm.com
 Assigned: 04/07/2014
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

representing **Clark Garland (1) (Defendant)**

Training-5 Atty5
 Attorney at Law
 1617 North Palm Drive
 Suite 1100
 Any Town, AR 71111
 (501) 321-4567
 (501) 321-4577 (fax)
 atty5@lawfirm.com
 Assigned: 04/09/2014
 LEAD ATTORNEY
 ATTORNEY TO BE NOTICED

representing **Scott Harrison (2) (Defendant)**

Case File Location

Lists limited information on file availability.

Case File Location

Case Number	Volume	Case Title	Result
1:14-cr-10038	CS1	USA v. Garland et al	The case file may be available.

Case Summary

Lists limited case, party and attorney information.

1:14-cr-10038 All Defendants USA v. Garland et al
Date filed: 04/01/2014
Date of last filing: 04/21/2014

Clark Garland (1)
Office: El Dorado **Filed:** 04/01/2014
County: Ashley **Terminated:** **Reopened:**
Other Court Case: None

Count: 1-3 **Citation:** 21:841A=CD.F **Offense Level:** 4
 21:841 - CONTROLLED SUBSTANCE - SELL, DISTRIBUTE, OR DISPENSE
Count: 4 **Citation:** 21:841B=CD.F **Offense Level:** 4
 21:841(b) - CONTROLLED SUBSTANCE - SELL, DISTRIBUTE, OR DISPENSE
Defendant Custody Status: Custody This Court

Defendant: Clark Garland **represented by** Training-20 Atty20(Designation CJA Appointment) **Phone:**(479) 123-4567
Email: atty20@lawfirm.com

Plaintiff: USA **represented by** Training-15 Atty15 **Phone:**(479) 123-4567
Fax: (479) 123-4568
Email: atty15@lawfirm.com

Scott Harrison (2)
Office: El Dorado **Filed:** 04/01/2014
County: Ashley **Terminated:** **Reopened:**
Other Court Case: None

Deadlines/Hearings

Lists any public deadlines or hearings that have been scheduled for this case. Lists can be generated for pending, terminated or both types of deadlines/hearings.

Deadlines/Hearings					
Doc. No.	Deadline/Hearing	Event Filed	Due/Set	Satisfied	Terminated
15	In Court Hearing <i>dft:</i> Scott Harrison, Clark Garland	04/21/2014	04/28/2014 at 02:00 PM		04/28/2014
6	Jury Trial <i>dft:</i> Clark Garland	04/07/2014	06/02/2014 at 08:30 AM		
10	Jury Trial <i>dft:</i> Scott Harrison	04/09/2014	06/02/2014 at 08:30 AM		

Docket Report

View the docket sheet and public pleadings.

NOTE: Certain documents are restricted to case participants, certain attorneys or court users only. You **must** first log in with your CM/ECF **filing** account, to view documents with restricted access.

Docket Sheet

Case Number
1:14-cr-10038 USA v. Garland et al

Filed to
 Entered

Documents to

Go to Document or PageID

Include:
 Parties and counsel
 Terminated parties
 List of member cases
 Links to Notices of Electronic Filing

Document options:
 Include headers when displaying PDF documents
 View multiple documents
 Create Appendix

Format:
 HTML (unpaginated)
 PDF (paginated)

Sort by Oldest date first

Run Report Clear

Filers

Lists all named parties, party type, date added and terminated. Click the party name for a list of all pleadings associated with that filer.

Filers

Name	Type	Added	Terminated
Clark Garland (1)	Defendant	04/01/2014	

- Click the hyperlink associated with the filer for a list of all events used.

Filer Clark Garland

Doc. No.	Event Name	Filed
14	Motion for Extension of Time to File	04/18/2014

History/Documents

List of docket entries. This list can be limited to only those entries that have documents attached, indicating the filed and entered dates as well as a brief description of pleading type. Or the list can include all public docket entries and the associated docket text.

History			
Doc. No.	Dates		Description
<u>1</u>	Filed:	04/01/2014	Indictment
	Entered:	04/18/2014	
	Docket Text: INDICTMENT as to Clark Garland (1) counts 1-3, 4; Scott Harrison (2) counts 1-3, 5. (mfr)		
<u>2</u>	Filed:	04/01/2014	Citation Calendar
	Entered:	04/18/2014	
	Docket Text: Citation Calendar as to Clark Garland, Scott Harrison. (mfr)		
<u>3</u>	Filed:	04/01/2014	Citation Sheet
	Entered:	04/18/2014	
	Docket Text: Citation Sheets as to Clark Garland, Scott Harrison. (mfr)		
<u>4</u>	Filed:	04/01/2014	Warrant Issued
	Entered:	04/18/2014	
	Docket Text: Arrest Warrant Issued as to Clark Garland. (mfr)		
<u>5</u>	Filed:	04/01/2014	Warrant Issued
	Entered:	04/18/2014	
	Docket Text: Arrest Warrant Issued as to Scott Harrison. (mfr)		

Sample results screen

Party

Lists all case parties and their addresses, if pro se, or counsel of record, even if that representation has been terminated.

Parties

<p>Clark Garland (1) <i>Added: 04/01/2014</i> (Defendant)</p>	represented by	<p>Training-20 Atty20 Law Office of Atty 20 1010 Main Street Any Town, AR 72222 (479) 123-4567 atty20@lawfirm.com <i>Assigned: 04/07/2014</i> LEAD ATTORNEY ATTORNEY TO BE NOTICED</p>
<p>Scott Harrison (2) <i>Added: 04/01/2014</i> (Defendant)</p>	represented by	<p>Training-5 Atty5 Attorney at Law 1617 North Palm Drive Suite 1100 Any Town, AR 71111 (501) 321-4567 (501) 321-4577 (fax) atty5@lawfirm.com <i>Assigned: 04/09/2014</i> LEAD ATTORNEY ATTORNEY TO BE NOTICED</p>
<p>USA <i>Added: 04/18/2014</i> (Plaintiff)</p>		<p>Training-15 Atty15 Law Office of Atty 15 123 Main Street Suite 105 Any Town, AR 72222 (479) 123-4567</p>

Related Transactions

Lists all transactions and any other filing transactions that are related, together with the file date and event terminated date, when appropriate.

Related Transactions

Sort by

Filed to

Documents to

Document type

Pending

Terminated

Filed Date

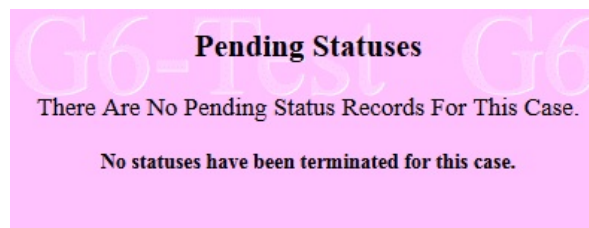
Doc. No.	Event Name	Event Filed	Event Terminated
14	Motion for Extension of Time to File	04/18/2014	04/21/2014
17	Order on Motion for Extension of Time to File	04/21/2014	

[Docket Report ...](#)

Sample Results for Terminated events

Status

Lists any pending status record associated with the case.



View a Document

Any single document can be viewed, or a portion thereof, by entering the specific document number or Page ID.

View Document

Case Number
1:14-cr-10038 USA v. Garland et al

Go to Document or PageID

Case 1:14-cr-10038 Document 15 Filed 04/21/14 Page 1 of 1 PageID#: 15

ORDER

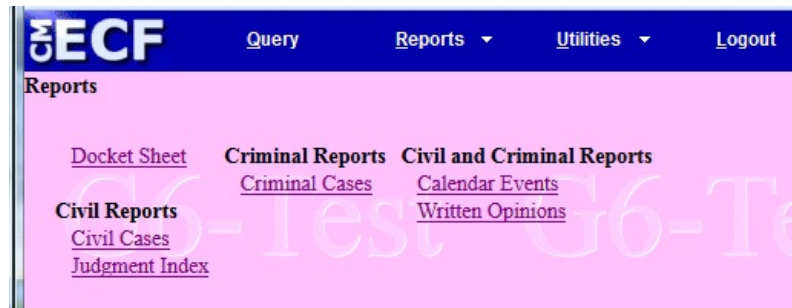
REPORTS FEATURE

Persons with a valid PACER login can use this feature to view various report and to retrieve, view and print certain case documents.

- Click **Reports** on the blue menu bar.



The available Reports are listed with hyperlinks for selection.



If you select **Docket Sheet, Civil Cases, Judgment Index or Criminal Cases**

- The PACER Login screen opens.
- Enter your valid PACER login and password.

NOTE: Information entered in the Client code box is used for PACER billing purposes.

 A screenshot of the 'PACER Login' screen. The title 'PACER Login' is in large blue font at the top. Below it, under the heading 'Instructions', there is a paragraph of text explaining the login process and a link to the registration page. A checkbox labeled 'Make this my default PACER login' is present, with a note that checking it will restrict login to CM/ECF. Below this is an 'Authentication' section with three input fields: 'Login:', 'Password:', and 'Client code:'. There are 'Login' and 'Reset' buttons below the fields. At the bottom, a 'Notice' section states that an access fee will be assessed for certain documents and provides contact information for the PACER Service Center. It also mentions browser compatibility with Firefox 3.5 and Internet Explorer 7 and 8.

- You will be charged a fee approved by the Judicial Conference of the United States. The current fee amount is posted to the login page or is available through PACER at www.PACER.gov
- After entering the PACER login and password, CM/ECF opens the selected report option.

Note: Most report options are not subject to the 30 page billing cap. You will be billed for the **total number** of pages in a report. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Docket Sheet

Enter/Select case specific criteria and then click **Run Report** to display a docket sheet.

Docket Sheet

Case number: 1:14-cr-10038

Select a case:

1:14-cr-10038 USA v. Garland et al

1:14-cr-10038-1 Clark Garland

1:14-cr-10038-2 Scott Harrison

Filed to

Entered

Documents to

Go to Document or PageID

Include:

Parties and counsel

Terminated parties

List of member cases

Links to Notices of Electronic Filing

Document options:

Include headers when displaying PDF documents

View multiple documents

Create Appendix

Format:

HTML (unpaginated)

PDF (paginated)

Sort by: Oldest date first

Civil Cases

Enter/Select report specific options and then click **Run Report** to view results.

Civil Cases Report

Warning: This report is not subject to the 30 page billing cap.
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office: El Dorado
 Cause: 0 (No cause code entered)
 Jurisdiction: Diversity
 Case type: Civil
 Nature of suit: 0 (zero)
 Case flags: 1915(g)
 Terminal digit(s): 2, 4-7
 Filed: 5/14/2014 to 5/21/2014
 Sort by: Case Number
 Output Format: Formatted Display
 Data Only
 Open cases
 Closed cases
 Run Report Clear

Civil Cases Report

U. S. District Court -- Western District of Arkansas
 Filed Report Period: 1/27/2014 - 4/30/2014

Case Number/ Title	Case Dates	Days Pending	Notes
1:14-cv-01006-HFB Lincoln v. Trucking Company	Case filed: 01/27/2014	114	Cause: 28:1983 Civil Rights NOS: 440 Civil Rights: Other Office: El Dorado Jurisdiction: Federal Question Presider: Harry F. Barnes Jury demand: Plaintiff
1:14-cv-01038-SOH Miller et al v. Big Business Incorporated et al	Case filed: 04/01/2014	50	Cause: 28:1983 Civil Rights NOS: 440 Civil Rights: Other Office: El Dorado Jurisdiction: Federal Question Presider: Susan O. Hickey Jury demand: Plaintiff

Total number of cases reported: 2

Selection Criteria for Report

Sample Civil Cases Report

Judgment Index

Enter/Select report specific options and then click **Run Report** to view results.

Judgment Index Report

Warning: This report is not subject to the 30 page billing cap.
You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Case Number

Last name First name Middle name

Judgment date range 1/1/2012 to 3/27/2012

Sort by: Case number

Judgment Index Report

U. S. District Court -- Western District of Arkansas

Report Period: 01/01/2012 - 03/27/2012

Case Number/Title	Judgment Description	Status
1:09-cv-01135-PKH-BAB Gentry v. Smith	<i>In favor of:</i> Elizabeth Gentry <i>Against:</i> Aaron Smith <i>Amount:</i> \$ 112233.44 <i>Date:</i> 02/03/2012 <i>Document:</i> 10 <i>Interest:</i> 0.12% <i>Court Cost:</i> \$ 456.78	Fully Satisfied 02/03/2012
2:11-cv-02045-JRM Lincoln v. Social Security Administration Commissioner	<i>In favor of:</i> Curtis Lincoln <i>Against:</i> Social Security Administration Commissioner <i>Amount:</i> \$ 1234.56 <i>Date:</i> 03/27/2012 <i>Document:</i> 13 <i>Interest:</i> 0.18% <i>Court Cost:</i> \$ 0.00	No Payment 03/27/2012
2:11-cv-02179-PKH-JRM Plaintiff v. Social Security Administration Commissioner	<i>In favor of:</i> Susie Plaintiff <i>Against:</i> Social Security Administration Commissioner <i>Amount:</i> \$ 5555.66 <i>Date:</i> 01/04/2012 <i>Document:</i> 9 <i>Interest:</i> 0.12% <i>Court Cost:</i> \$ 0.00	No Payment 01/04/2012

Judgment Index Report Selection Criteria

Sort by

Sample Judgment Index Report Results

Criminal Cases Report

Enter/Select report specific options and then click **Run Report** to view results.

Criminal Cases Report

Warning: This report is not subject to the 30 page billing cap.
 You will be billed for the total number of pages. If you want to run a report for a single case, you can use the Query Menu or the Docket Report.

Office:

Case types:

Case flags:

Citation:

Count Status: Pending Disposed

Filed: to

Terminal digit(s): Pending defendants Terminated defendants

Sort by:

Output Format: Formatted Display Data Only

Criminal Cases Report

U. S. District Court -- Western District of Arkansas
 Filed Report Period: 4/1/2014 - 4/30/2014

Case Number/ Title	Case Dates	Days Pending	Notes
1:14-cr-10038 USA v. Garland et al	Case filed: 04/01/2014		Office: El Dorado
1 - Clark Garland	Added: 04/01/2014	50	Presider: Unassigned
2 - Scott Harrison	Added: 04/01/2014	50	Presider: Unassigned
2:14-cm-00006 USA v. Search Warrant	Case filed: 04/01/2014		Office: Fort Smith
1 - Search Warrant	Added: 04/01/2014	50	Presider: Unassigned
2:14-cr-20014 USA v. Miller	Case filed: 04/24/2014		Office: Fort Smith
1 - Harvey Miller	Added: 04/24/2014	27	Presider: Unassigned
14-5 Sealed v. Sealed			
Defendant *SEALED*			

Total Number of Cases Reported: 4

Selection Criteria for Report

Sample Criminal Cases Report Results

Calendar Events Report

Enter/Select the report criteria and click **Run Report** to display the results.

Calendar Events Report

Case number:

Office:

- El Dorado (1)
- Fort Smith (2)
- Harrison (3)

Nature of suit:

- 0 (zero)
- 110 (Insurance)

Calendar events:

- All Hearings
- Allocution Hearing
- Arbitration Hearing

Set: 6/1/2014 to 6/30/2014

Both AM PM

Time: AM PM

Include docket text Include closed cases

Display terminated parties

Sort by:

U. S. District Court
Western District of Arkansas
Calendar Events Set For 6/1/2014-6/30/2014

6/02/2014
8:30 AM

[1:14-cr-10038-1 USA v. Garland et al](#)
Jury Trial El Dorado -- 3rd flr (Rm 315)
Training-15 Atty15 representing USA (Plaintiff)
Training-20 Atty20 representing Clark Garland (Defendant)

- TEXT ONLY Minute Entry for proceedings held before Honorable Barry A. Bryant: Arraignment as to Clark Garland (1) Counts 1-3,4 held on 4/7/2014; not guilty plea entered to the Indictment. Attorney Attorney 20, CJA Appointment, for Clark Garland present. Attorney 15 appeared for USA. Discovery schedule to be set out by separate order. Defendant waived the issue of detention. Defendant remanded to the custody of the U.S. Marshals Service. Jury Trial set for 6/2/2014 08:30 AM in El Dorado -- 3rd flr (Rm 315) before Honorable Susan O. Hickey. (Danita Gallagher-Digital Recorder)(Proceedings held in El Dorado-2nd Flr)

[1:14-cr-10038-2 USA v. Garland et al](#)
Jury Trial El Dorado -- 3rd flr (Rm 315)
Training-15 Atty15 representing USA (Plaintiff)
Training-5 Atty5 representing Scott Harrison (Defendant)

- TEXT ONLY Minute Entry for proceedings held before Honorable Barry A. Bryant: Arraignment as to Scott Harrison (2) Counts 1-3,5 held on 4/9/2014; not guilty plea entered to the Indictment. Attorney Attorney 5, CJA Appointment, for Scott Harrison present. Attorney 15 appeared for USA. Discovery schedule to be set out by separate order. Defendant waived the issue of detention. Defendant remanded to the custody of the U.S. Marshals Service. Jury Trial set for 6/2/2014 08:30 AM in El Dorado -- 3rd flr (Rm 315) before Honorable Susan O. Hickey. (Danita Gallagher-Digital Recorder)(Proceedings held in El Dorado-2nd Flr)

Sample Calendar Events Results

Written Opinions

Enter/Select the report criteria and click **Run Report** to display the results.

Written Opinions Report

Case Number

Last Name First Name Middle Name

Office

Nature of Suit

Case Type

Cause

Case Flags

Filed between and Summary text
 Full docket text

Sort by

Written Opinions Report

U. S. District Court -- Western District of Arkansas
 Filed Report Period: 1/1/2013 - 3/31/2013

Case Number & Name:	Date Filed:	Doc. #	Description:	Notes:
2:11-cr-20020-PKH USA v. Defendant et al	03/01/2013	11	ORDER granting in part and denying in part 8 Motion to Reduce Sentence re Crack Cocaine Offense - 18:3582 for David Defendant (1), Counts 1-3: JUDGMENT ENTERED: DEFENDANT'S SENTENCE REDUCED TO 67 months imprisonment as to David Defendant (1). Signed by Honorable P. K. Holmes, III on March 1, 2013. (mfr)	Office: Fort Smith Case Flags: CLOSED
5:12-cr-50020-JLH USA v. Lincoln et al	02/14/2013	2	REPORT AND RECOMMENDATIONS on Plea of Guilty as to Curtis Lincoln. By agreement of the parties, Objections to R&R due by 2/25/2013. Signed by Honorable Erin L. Setser on February 14, 2013. (cc via CMECF: U.S. Probation Office, U.S. Marshals Service)(mfr)	Office: Fayetteville
	02/26/2013	3	ORDER adopting 2 Report and Recommendations ON PLEA OF GUILTY. Defendant's guilty plea is accepted and the written plea agreement is tentatively approved, subject to final approval at sentencing as to Curtis Lincoln (1). Signed by Honorable Jimm Larry Hendren on February 26, 2013. (mfr)	Office: Fayetteville

Total number of opinions reported: 3

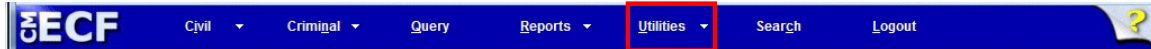
Selection Criteria for Report

Sample Written Opinions Report Results

UTILITIES FEATURE

The Utility options that will be available to you differ depending on whether you have accessed the CM/ECF system with your CM/ECF or PACER login.

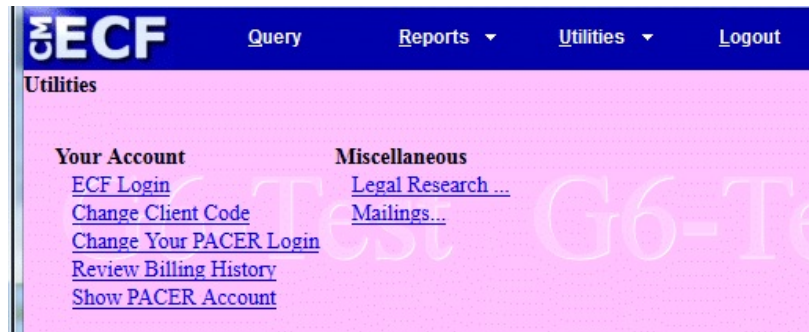
- Click **Utilities** on the blue menu bar.



The options available to a **CM/ECF filing** user are:



The options available to a **PACER viewing** user are:



NOTE: If you have logged into the CM/ECF system with your filing account information but only see the PACER options, clear your internet cache, including your temporary internet files, and the correct options should display. (See **Appendix H** for instructions to clear cache.)

IT IS THE ATTORNEY'S RESPONSIBILITY TO KEEP ALL CONTACT INFORMATION CURRENT.

IF YOUR CONTACT INFORMATION CHANGES, IT IS RECOMMENDED THAT YOU FILE A NOTICE OF CHANGE OF ADDRESS IN EACH PENDING ACTION IN THE DISTRICT COURT.

Maintain Your Address

- This section contains firm, address, phone and fax number information.

The screenshot shows the 'Maintain User Account' form in the CM/ECF system. The form is titled 'Maintain User Account' and includes the following fields and options:

- Last name:** Atty20
- First name:** Training-20
- Middle name:** (empty)
- Generation:** (empty)
- Gender:** (dropdown menu)
- ATY Type:** All (dropdown menu)
- Title:** (empty)
- Bar number:** 99911
- Type:** aty
- Prisoner id:** (empty)
- Add Headers to PDF Documents
- Office:** Law Office of Atty 20
- Unit:** (empty)
- Address 1:** 123 Main Street
- Address 2:** Suite 20
- Address 3:** (empty)
- City:** Any Town
- State:** AR
- Zip:** 72222
- Country:** (dropdown menu)
- Phone:** (479) 123-4567
- Fax:** (empty)
- Initials:** DOB
- End date:** (empty)

The 'Submit' button is highlighted with a red box.

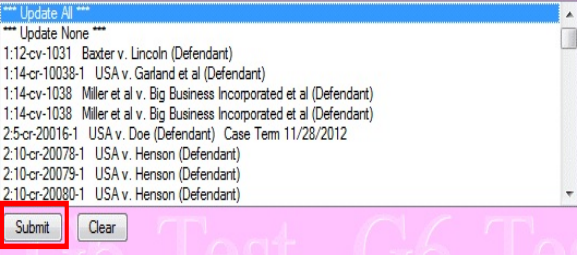
- After any changes are made, click **Submit**.
- You can Update All, Update None or Update only specific cases by selecting the appropriate response.

Searching for existing Attorney Records
Select the cases to be updated

CAUTION: Modifications that you entered on the previous screen can be applied only to the cases you are allowed to access. If the person you are editing is associated with any other cases, information in those cases will not be modified.

*If you modified any of the name fields (first, last, middle, generation) on the previous screen, those values will automatically be recorded in all accessible cases to which the person is linked. These changes will apply to all of those cases regardless of whether or not the user selects cases individually or selects the *****Update None***** option.*

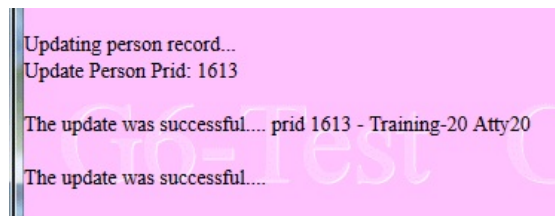
*If you modified items other than the name fields (ex. mailing address fields) on the previous screen, those values will be recorded **ONLY** in the accessible cases that you select or **ALL** cases if you choose the *****Update All***** option. If you select the *****Update None***** option, no changes will apply to any cases listed. Click the question mark on the menu bar above for more information.*



*** Update All ***
 *** Update None ***
 1:12-cv-1031 Baxter v. Lincoln (Defendant)
 1:14-cr-10038-1 USA v. Garland et al (Defendant)
 1:14-cv-1038 Miller et al v. Big Business Incorporated et al (Defendant)
 1:14-cv-1038 Miller et al v. Big Business Incorporated et al (Defendant)
 2:5-cr-20016-1 USA v. Doe (Defendant) Case Term 11/28/2012
 2:10-cr-20078-1 USA v. Henson (Defendant)
 2:10-cr-20079-1 USA v. Henson (Defendant)
 2:10-cr-20080-1 USA v. Henson (Defendant)

Submit Clear

- It is recommended that the **Update All** option is selected.
- Click **Submit** and a confirmation message displays.



Updating person record...
 Update Person Prid: 1613

The update was successful.... prid 1613 - Training-20 Atty20

The update was successful....

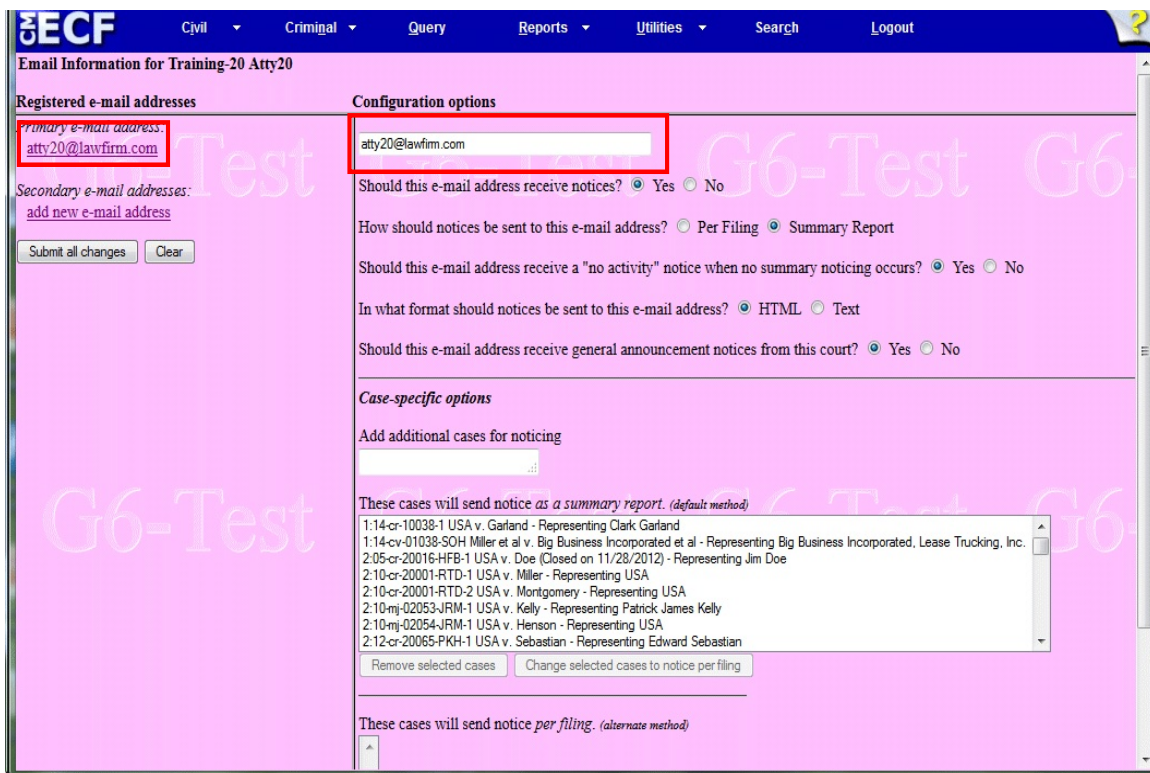
Maintain Your Email

- Both primary and secondary email addresses are maintained in this section, as well as the delivery options for each email address. You are also able to add cases for noticing, even if you are not actively associated with any party of record.

NOTE: When you add cases for noticing, you are **not** permitted to have a “free” look at the documents filed. **Only** counsel of record are permitted to have one “free” look of pleadings filed.



- In order to change your email information, or add a new e-mail address, you must click the appropriate link on the left side of the screen.
- Once the text box displays on the right side of the screen, edit or add an email address and delivery options.



- To include additional cases for noticing, add the case number in the **Case specific** options section in the yy-nnnn (civil) or yy-nnnnn (criminal) format.
- Click **Find This Case** and the CM/ECF system will reformat the number.

Case-specific options

Add additional cases for noticing

14-5020

These cases will send notice *as a summary report*. (default method)

1:14-cr-10038-1 USA v. Garland - Representing Clark Garland
 1:14-cv-01038-SOH Miller et al v. Big Business Incorporated et al - Representing Big Business Incorporated, Lease Trucking, Inc.
 2:05-cr-20016-HFB-1 USA v. Doe (Closed on 11/28/2012) - Representing Jim Doe
 2:10-cr-20001-RTD-1 USA v. Miller - Representing USA
 2:10-cr-20001-RTD-2 USA v. Montgomery - Representing USA
 2:10-mj-02053-JRM-1 USA v. Kelly - Representing Patrick James Kelly
 2:10-mj-02054-JRM-1 USA v. Henson - Representing USA
 2:12-cr-20065-PKH-1 USA v. Sebastian - Representing Edward Sebastian

These cases will send notice per filing (default method)

- Then click the **Add Case(s)** button.

Case-specific options

Add additional cases for noticing

5:14-cv-5020

These cases will send notice *as a summary report*. (default method)

1:14-cr-10038-1 USA v. Garland - Representing Clark Garland
 1:14-cv-01038-SOH Miller et al v. Big Business Incorporated et al - Representing Big Business Incorporated, Lease Trucking, Inc.
 2:05-cr-20016-HFB-1 USA v. Doe (Closed on 11/28/2012) - Representing Jim Doe
 2:10-cr-20001-RTD-1 USA v. Miller - Representing USA
 2:10-cr-20001-RTD-2 USA v. Montgomery - Representing USA
 2:10-mj-02053-JRM-1 USA v. Kelly - Representing Patrick James Kelly
 2:10-mj-02054-JRM-1 USA v. Henson - Representing USA
 2:12-cr-20065-PKH-1 USA v. Sebastian - Representing Edward Sebastian

- The case will now be included in the list of cases for which you receive notice, with the *Interest* designation.

Case-specific options

Add additional cases for noticing

These cases will send notice as a summary report. (default method)

4:13-cr-40023-1 USA v. Miller - Representing Howard Miller
4:14-cr-40010-1 USA v. Howes - Representing Brian Howes
5:06-cr-50036-JLH-1 USA v. Macy - Representing Ray Macy
5:11-cr-50050-JLH-1 USA v. Montgomery - Representing Scott Montgomery
5:11-cr-50051-JLH-1 USA v. Montgomery (Closed on 03/23/2011) - Representing Scott Montgomery
5:11-cv-05020-JLH Plaintiff v. Defendant et al - Representing David D. Defendant, Debby Defendant, XYZ Company
5:12-cv-05047-JLH Lowell v. Big Business Incorporated - Representing Big Business Incorporated
5:14-cv-05020 Plaintiff v. Defendant (Interest)

Remove selected cases Change selected cases to notice per filing

Configure Your E-Mail Notification Method

- The filing CM/ECF user's account can be configured to deliver e-mail notifications of documents filed on a per filing or summary basis.
- If the **Per Filing** option is selected, an email will be delivered to the specific email address whenever a pleading is filed in any case for which notice should be delivered.
- If the **Summary** option is selected, a single e-mail will be delivered to your inbox after midnight, listing all pleadings that were filed the previous day

Should this e-mail address receive notices? Yes No

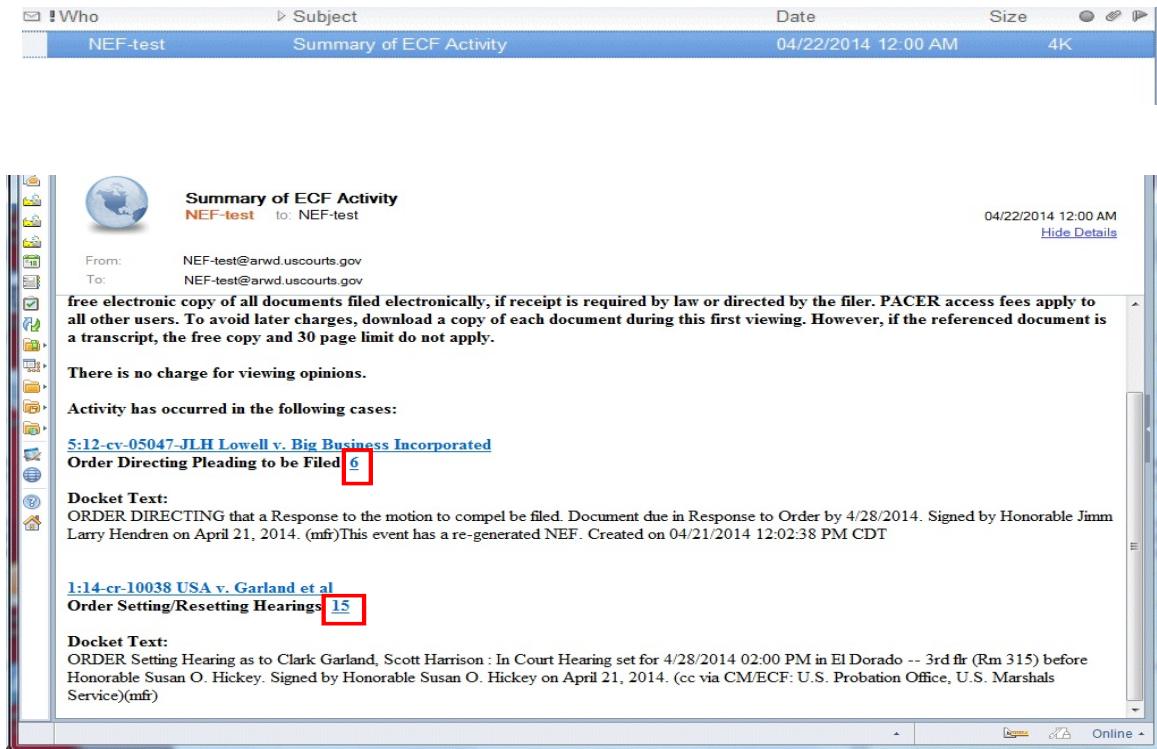
How should notices be sent to this e-mail address? Per Filing Summary Report

Should this e-mail address receive a "no activity" notice when no summary noticing occurs? Yes No

In what format should notices be sent to this e-mail address? HTML Text

Should this e-mail address receive general announcement notices from this court? Yes No

- A sample email of the Summary notification method.



- Click on the document number to view the pleadings filed.

NOTE: A “no activity” notice can be sent to the user’s inbox if this report option is selected.

This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.

No Transactions found for this time period.

NOTE: The delivery method can be unique for each email address associated with a filer’s account.

The primary email address can be configured to receive a **Summary** report and a secondary email address can be configured to receive NEFs **Per Filing**.

Maintain Your Login/Password

- You can change your password at any time.
- It is recommended that you change your password periodically, and whenever someone who had access to your filing information is no longer associated with you or your firm.

More User Information for Training-20 Atty20

Login Atty20

Password *****
 minimum 8; upper- & lower-case letters; includes digit or special character

Registered Y

Internet Credit Card N

Default Printer

Additional Printers

Groups Attorney

Submit Clear

Last login 05-14-2014 12:04

Current login 05-15-2014 12:04

Create date 10/05/2009

Update date 10/07/2013

NOTE: Your password must meet the criteria indicated below the password box.

IMPORTANT: Be sure to remove all asterisks from the password box before entering the new password.

- If you notice a discrepancy in the Current or Last login date and time, View the Transaction Log to verify the filing activity using your CM/ECF filing account.

View Your Transaction Log

- Enter a Start Date and then click **Run Report**.

NOTE: The End Date can be modified to an earlier date but will default to the current date.

View Transaction Log

Enter the Date Selection Criteria for the Transaction Log Report

Start Date: 5/1/14 End Date: 5/15/2014

Run Report Clear

- All system transactions for the date range indicated will display.

Transaction Log			
Report Period: 05/01/2014 - 05/15/2014			
Id	Date	Case Number	Text
180418	05/06/2014 16:31:07	2-14-cm-6-1	<P> THE DOCUMENT IS FILED UNDER SEAL WITH THE COURT.</P>Third MOTION to Seal Search Warrant Documents <i>until 12/1/14</i> by USA as to Search Warrant. (Atty20, Training-20)
180498	05/12/2014 16:13:27	2-14-cm-6	Restricted document 5-0 viewed (applicable party)
180657	05/15/2014 11:23:10		Updated person record: Training-20 Atty20 Prid: 1613

Total Number of Transactions: 3

Immediately change your password and contact the Help Desk line (866-540-5066) if your CM/ECF filing account has been compromised.

Review Billing History (PACER login required)

- Did you know you can check up-to-the-minute PACER usage and costs any time you are logged in to PACER or CM/ECF?
- These sites contain a **Billing History** option that, when selected, brings up the screen shown below, which allows you to access usage and balance information from all court sites you have visited.
- Billing is centralized so the information obtained under Billing History is the same at all sites.
- Click the **Review Billing History** hyperlink included in the Your Account list.
- You are redirected to the PACER website.

PACER
PUBLIC ACCESS TO COURT ELECTRONIC RECORDS

BILLING HISTORY

User

Court All Courts

PACER Case Locator

Date Range 04/01/2014 to

Today
This Week
This Month
This Quarter

Transactions prior to 03/01/2012

Sort Order Transaction Date

Options Summary
 Download

- The default is **All Courts**, which is appropriate for obtaining your details and balance for all sites.
- Select the option “This Quarter” to obtain your balance since the last quarterly billing.
- Modify the criteria, if desired, and click **Submit Form**.
- The results screen allows you to monitor the charges to your PACER account.

Miscellaneous

Legal Research

- Click Legal Research and a new screen opens with hyperlinks to a Law Dictionary, Lexis via the Internet, Medical Dictionary and Westlaw via the Internet.



NOTE: Registration and fees may be required.

Mailings

- Click Mailings for case mailing or label information, if a label printer is configured to operate with CM/ECF.



- When Mailing Info for a Case is selected,
- Enter the case number and click **Find This Case**.

- Once the correct case number displays, click **Submit**.

- The e-mail address(es) for each registered attorney and/or the mailing address(es) for any non-registered participant will display.
- This information can be selected, copied and pasted into a word processor document for service information and/or pasted into the envelope feature for mailing purposes.



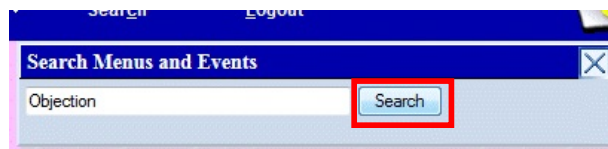
SEARCH FEATURE

The Search feature enables you to locate a specific event for filing.

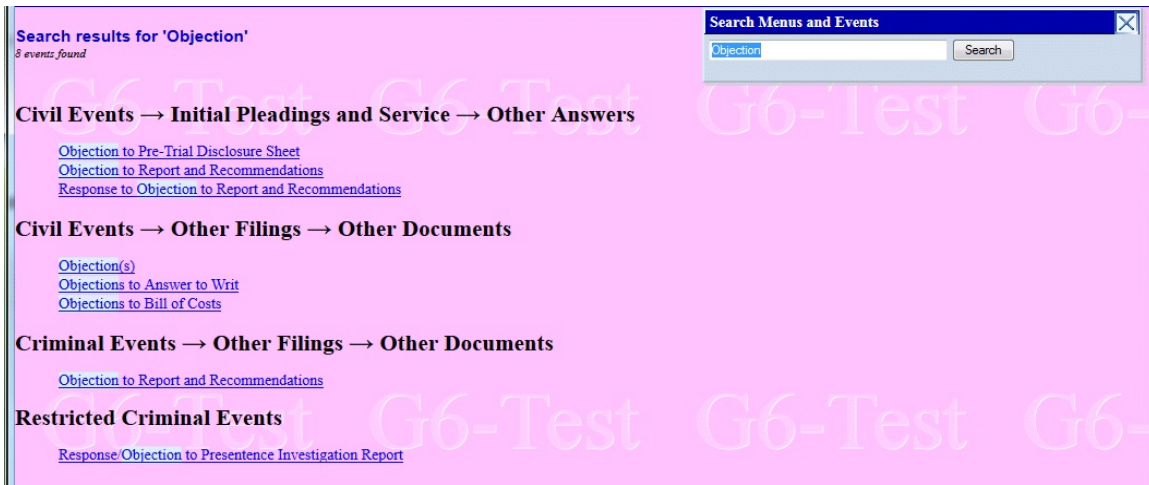


- You can search for menus or events by typing a key word in the search box and then click **Search**.

NOTE: Entering a specific key word will narrow the results.

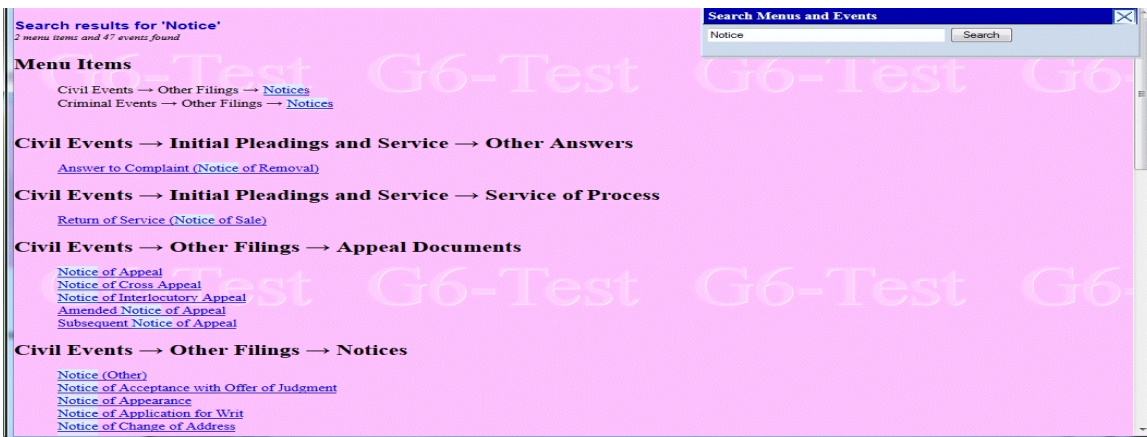


- The system will return a list of all menus or events that contain the key word.



- The event can be selected directly from this screen or use the menu information to locate the event.

NOTE: Entering a generic word may return a list with several options.



NOTE: Some specific words will not return any results.



- Try another word or contact the Help Desk line or any divisional office for assistance in locating the appropriate event.



(HELP)

- Screens that require user selection or input include basic screen information when you click the “?” (question mark) in the upper right-hand corner.
- Some examples are presented below.

The screenshot shows the 'Civil Events' menu with the following sections:

- Initial Pleadings and Service**
 - [Complaints, Other Initiating Documents](#)
 - [Service of Process](#)
 - [Answers to Complaints](#)
 - [Other Answers](#)
- Motions and Related Filings**
 - [Motions](#)
 - [Support Documents -- Motion/Response](#)
 - [Responses and Replies](#)
- Other Filings**
 - [Notices](#)
 - [Appeal Documents](#)
 - [Other Documents](#)
- RESTRICTED**
 - [Restricted Civil Events](#)

The 'Help' pop-up window contains the following text:

Help
Civil Events Menu
 Case Openings, electronic filings, and other docket entries for Civil Cases are recorded through selections from this menu.
 Updated 12/3/08 (CivilEvents.htm)

HELP Sample 1

The screenshot shows the 'Motions' screen with the following elements:

- Search bar: Start typing to find an event.
- Available Events (click to select events)**
 - Accelerate
 - Alter Judgment
 - Amend/Correct
 - Appeal In Forma Pauperis
 - Appear
 - Appear Pro Hac Vice
 - Appoint Counsel
 - Appoint Custodian
 - Appoint Expert
 - Appoint Guardian/Attorney ad Litem
 - Appoint Receiver
 - Approve Consent Judgment
 - Associate
 - Attorney Fees
 - Bifurcate
- Selected Events (click to remove events)**
- Buttons: Next, Clear

The 'Help' pop-up window contains the following text:

Help
Select the event
 In the "Available Events" list, click the one you want to docket (or use the arrow keys to highlight it and press *Enter*); it will appear in the "Selected Event" box. If multiples are allowed, your selections appear in the "Selected Events" list. Remove a selected event by clicking it.
 To find the desired event quickly, you can type some letters from any word in its description, and the selection list collapses to include only those events which contain those letters (not just those that begin with those letters). Selecting from an abbreviated list causes the full list to reappear.
 Click the *Next* button to continue with the docketing process. Click the *Clear* button to clear your selections and reselect the docket event(s).
 Updated 11/20/06 (ShowList.htm)

HELP Sample 2

NOTE: The ? (Help) feature is not available for all CM/ECF screens.

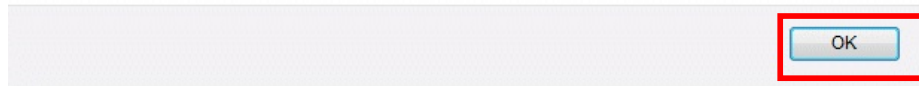
LOGOUT

- After all filing and viewing transactions are complete, click **Logout** to properly exit from the system.



- A system message reminds you to close your browser. Click **OK**. Then close your browser.

Although you have logged out from CM/ECF, data remains in the browser's memory (and might be available to someone else using your PC). Please close your browser now to clear this data.



FINAL WORD

We hope that this manual has been helpful to you. If you would like further information for any CM/ECF related topic, please contact the CM/ECF Help Desk line (866-540-5066) or any divisional office for assistance.

Judges' E-Mail Addresses for Proposed Orders

A proposed order is a draft document submitted by an attorney for a Judge's signature. A proposed order should be provided to chambers in WordPerfect (.wpd extension) or Rich Text Format (.rtf extension) as an electronic attachment to an e-mail addressed to the appropriate chambers:

Chief Judge P.K. Holmes, III	<u>PKHinfo@arwd.uscourts.gov</u>
Judge Harry F. Barnes	<u>HFBinfo@arwd.uscourts.gov</u>
Judge Timothy L. Brooks	<u>TLBinfo@arwd.uscourts.gov</u>
Judge Robert T. Dawson	<u>RTDinfo@arwd.uscourts.gov</u>
Judge Jimm Larry Hendren	<u>JLHinfo@arwd.uscourts.gov</u>
Judge Susan O. Hickey	<u>SOHinfo@arwd.uscourts.gov</u>
Chief Magistrate Judge Barry A. Bryant	<u>BABinfo@arwd.uscourts.gov</u>
Magistrate Judge Erin L. Setser	<u>ELSinfo@arwd.uscourts.gov</u>
Magistrate Judge Mark E. Ford	<u>MEFinfo@arwd.uscourts.gov</u>
Magistrate Judge James R. Marschewski	<u>JRMinfo@arwd.uscourts.gov</u>

Case Management
CM / ECF
 Electronic Case Files
CM/ECF REGISTRATION
 for
Western District of Arkansas

This form shall be used to register for an account on the Western District of Arkansas Electronic Case Filing (ECF) System. Registered users will have privileges to electronically submit documents and to view and retrieve electronic docket sheets and documents.

After verification, unless other arrangements have been made, a user login and password for access to the ECF System will be electronically transmitted to the e-mail address listed on the registration form. All information indicated by an asterisk (*) is required. (Note: a PACER account is necessary for access to files and documents. You may register for a PACER account either online at <http://www.pacer.gov> or by calling 1-800-676-6856.)

* First:			Middle:		
* Last:			Generation:		
* Bar ID:			* State Issued:	AR	
Firm Name:					
* Address 1:					
Address 2:					
Address 3:					
* City:	* State:	AR		* Zip Code:	
* Phone:			Fax:		
* Primary Email:					
* Confirm Primary Email:					
Secondary Email:					
Confirm Secondary Email:					

Are you admitted to Practice in Western District of Arkansas? Yes No

If Yes, are you a member in good standing? Yes No

Are you admitted to practice pro hac vice in Western District of Arkansas? Yes No

I already have an ECF login that I use at another court.

Previous Login:
(Without Spaces)

Attorneys seeking to file documents electronically must be admitted to practice in the United States District Courts for the Eastern and Western Districts of Arkansas pursuant to Local Rule 83.5 and currently in good standing. By submitting this registration form, the undersigned agrees to abide by all Court rules, orders, policies and procedures governing the use of the ECF System. The undersigned also consents to receiving the notice of filings pursuant to Fed. R. Civ. P. 5(b) and 77(d) and Fed. R. Crim. P. 49(b)-(d) via the Court's ECF System. The combination of user login and password will serve as the signature of the attorney filing the documents. Attorneys must protect the security of their password and immediately notify the court if they learn that their password has been compromised.

Appendix B

[Submit Form Electronically](#) [Print and Mail Form](#) [Clear Fields](#)

Copyright [United States District Court: Western District of Arkansas](#), 2009. All rights reserved.
Unauthorized modification of any information stored on this system may result in criminal prosecution.

**IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF ARKANSAS**

_____ Plaintiff(s)

vs. Case No. _____

_____ Defendant(s)

**DECLARATION THAT PARTY WAS UNABLE TO FILE
IN A TIMELY MANNER DUE TO TECHNICAL DIFFICULTIES**

Please take notice that [Plaintiff/Defendant] was unable to file the attached [Title of Document] in a timely manner due to technical difficulties. The deadline for filing this document(s) was [Filing Deadline Date]. The reason(s) that I was unable to file this document(s) 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]

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

/s/ _____
Attorney's Name and Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Law Firm Phone Number
Law Firm Fax Number
Attorney's E-mail Address

**IN THE UNITED STATES DISTRICT COURT FOR THE
WESTERN DISTRICT OF ARKANSAS
EL DORADO DIVISION**

PLAINTIFF(S)

VS.

CASE NO.

DEFENDANT(S)

NOTICE OF APPEARANCE

To the Clerk of this Court and all parties of record:

Enter my appearance as counsel in this case for

I certify that I am admitted to practice in this court.

Date: _____

/s/ _____
Electronic Signature

Attorney name and Bar number

Law Firm Name

Law Firm Street Address

Law Firm City, State and Zip Code

Law Firm Phone Number

Law Firm Fax Number

Attorney's E-mail Address

CERTIFICATE OF SERVICE

I hereby certify that on _____, I electronically filed the foregoing with the Clerk of Court using the CM/ECF System which will send notification of such filing to the following: _____, and

I hereby certify that I have mailed the document by the United States Postal Service to the following non CM/ECF participants:

_____.

/s/ _____
Attorney's Name and Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Law Firm Phone Number
Law Firm Fax Number
Attorney's E-mail Address

CERTIFICATE OF SERVICE

I hereby certify that on _____, I presented the foregoing to the Clerk of Court for filing and uploading to the CM/ECF System which will send notification of such filing to the following:

_____, and I hereby certify that I have mailed the document by the United States Postal Service to the following non CM/ECF participants: _____.

/s/ _____
Attorney's Name and Bar Number
Attorney for (Plaintiff/Defendant)
Law Firm Name
Law Firm Address
Law Firm Phone Number
Law Firm Fax Number
Attorney's E-mail Address

CIVIL EVENTS -- Attorney Listing

Initial Pleadings and Service

Complaints, Other Initiating Documents

Amended Complaint
Amended Counterclaim
Amended Crossclaim
Amended Petition for Writ of Habeas Corpus
Amended Third Party Complaint
Counterclaim
Crossclaim

Service of Process

Acknowledgment of Service
Affidavit of Service
Affidavit of Service as to USA
Certificate of Service
Request for Waiver of Service
Return of Service (Non-Summons)
Return of Service (Notice of Sale)
Service by Publication
Summons Returned Executed
Summons Returned Executed as to USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Unexecuted
Writ of Habeas Corpus ad Prosequendum Executed
Writ of Habeas Corpus ad Prosequendum Unexecuted
Writ of Habeas Corpus ad Testificandum Executed

Other Answers

Affidavit in Opposition
Affidavit in Support
Amended Answer to Complaint/Cross/Counter/3rd Party
Answer to Complaint (Notice of Removal)
Answer to Writ of Garnishment
Claim
Objection to Pre-Trial Disclosure Sheet
Objection to Report and Recommendations
Response to Objection to Report and Recommendations
Traverse
Withdrawal of Claim

Motions and Related Filings

Motions

Accelerate
Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appear Pro Hac Vice
Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Approve Consent Judgment
Associate
Attorney Fees
Bifurcate
Bill of Costs
Bond
Certificate of Appealability
Certify
Certify Class
Change Venue
Clarify
Clerk to Enter Default
Compel
Consideration
Consolidate Cases
Contempt
Continue
Damages
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Deficiency Judgment
Deposit Funds
Directed Verdict
Disbursement of Funds
Discharge
Disclosure
Discovery
Dismiss
Dismiss Case
Dismiss Party

Motions (continued)

Dismiss for Failure to State a Claim
Dismiss/Lack of Jurisdiction
Dismiss/Lack of Prosecution
Disqualify
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Enforce
Enforce IRS Summons
Enforce Judgment
Entry of Default
Exclude
Expedite
Extend
Extension of Time re Transcript
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Document
Extension of Time to File Response/Reply
File Amicus Brief
File Excess Pages
Findings/Conclusions of Law
Forfeiture of Property
Hearing
In Limine
Intervene
Introduce New Evidence
Invest Funds
Issuance
Issuance of Warrant in rem
Joinder
Judgment
Judgment Debtor Exam
Judgment NOV
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on Partial Findings
Judgment on the Pleadings
Judgment under Rule 54(b)
Jury Trial
Leave
Leave to Appeal
Leave to File Document

Motions (continued)

Letters Rogatory
Lift Stay
Limit Testimony
Miscellaneous Relief
More Definite Statement
New Trial
Order
Order of Sale
Out of State Attorney
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Pretrial Conference
Proceed In Forma Pauperis
Produce
Protective Order
Quash
Reassign Case
Reconsideration
Recusal
Refer/for Referral
Referral to Arbitration
Referral to Mediation
Release of Bond Obligation
Release of Funds
Relief
Remand
Removal
Reopen Case
Reset
Return of Property
Review
Ruling
Sanctions
Seal
Seal Case
Seal Document
Security Costs
Service
Service by Publication
Set Aside
Set Aside Default
Set Aside Forfeiture
Set Aside Judgment

Motions (continued)

Set Aside Order
Set Aside Verdict
Settlement
Sever
Show Cause
Special Appearance
Special Hearing
Stay
Strike
Substitute Attorney
Substitute Custodian
Substitute Party
Summary Judgment
Supplement
Suppress
Take Deposition
Taxation of Costs
Temporary Restraining Order
Transfer Case
Twelve Person Jury
Unseal Case
Unseal Document
Vacate
Waive
Withdraw
Withdraw Motion
Withdraw Reference
Withdraw Sealed Document
Withdraw as Attorney
Writ
Writ of Garnishment
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum
Writ of Mandamus

Support Documents -- Motion/Response

Memorandum Brief in Support
Statement of Facts

Responses and Replies

Reply to Response to Motion
Response in Opposition to Motion

Responses and Replies (continued)

Response in Support of Motion
Response to Motion

Other Filings

Notices

Certificate of Counsel
Notice (Other)
Notice of Acceptance with Offer of Judgment
Notice of Appearance
Notice of Application for Writ
Notice of Change of Address
Notice of Condemnation
Notice of Consent/Reassignment - SSA
Notice of Filing Bankruptcy
Notice of Lis Pendens
Notice of Settlement
Notice of Voluntary Dismissal (Party/Case)
Notice to Take Deposition

Appeal Documents

Amended Notice of Appeal
Appeal Transcript Request
Appeal of Magistrate Judge Decision to District Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Designation of Record on Appeal
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal
Subsequent Notice of Appeal

Other Documents

Addendum
Administrative Record
Affidavit
Affidavit for Default Judgment
Affidavit in Support of Default
Amended Document (NOT Motion)
Amicus Curiae Appearance

Other Documents (continued)

Appeal Brief (Social Security-Govt)
Appeal Brief (Social Security-Plaintiff)
Appendix
Application
Application for Writ
Application for Writ of Garnishment
Application/Affidavit for Search and Seizure Warrant
Attorney Verification
Bill of Costs
Certificate
Claim Construction Brief
Class Election
Class Exclusion
Corporate Disclosure Statement-Attorney
ERISA Brief
Financial Affidavit
Initial Report re Copyright/Patent/Trademark
Interpleader
Joinder
Joint Claim Construction Chart
Jury Demand
Notice of Asserted Claims
Notice of Intent to Request Redaction
Objection(s)
Objections to Answer to Writ
Objections to Bill of Costs
Petition
Post Hearing/Trial Brief
Post Hearing/Trial Reply Brief
Pretrial Disclosure Sheet
Pretrial Memorandum
Pretrial/Prehearing Information Sheet
Proof of Publication
Redacted Document
Redaction Index
Redaction Request - Transcript
Reply
Report of Rule 26(f) Planning Meeting
Report of Sale
Response
Response to Order to Show Cause
Satisfaction of Judgment
Settlement Agreement
Status Report

Other Documents (continued)

Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Supplement
Transcript Request
Waiver

Restricted Civil Events

Address Information Provided

CRIMINAL EVENTS -- Attorney Listing

Charging Instruments and Pleas

Plea-Related Documents

Stipulation of Facts for Conditional Plea

Motions and Related Filings

Motions

Acquittal
Alter Judgment
Amend/Correct
Appeal In Forma Pauperis
Appear
Appoint Counsel
Appoint Expert
Attorney Fees
Bifurcate
Bill of Particulars
Bond
Brady Materials
Certificate of Appealability
Change Venue
Compel
Consolidate Cases
Continue
Declaration of Mistrial
Deferral of Prosecution
Departure
Detain
Directed Verdict
Disclosure
Discovery
Dismiss
Dismiss Count(s)
Dismiss/Lack of Jurisdiction
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Early Termination of Probation
Early Termination of Supervised Release

Motions (continued)

Exclude
Exculpatory Evidence
Expedite
Extension of Time
Extension of Time re Transcript
Extension of Time to File Document
Extension of Time to File Response/Reply
Extension of Time to Indict
File Amicus Brief
File Excess Pages
Forfeit Bond
Forfeiture of Property
Handwriting Exemplars
Hearing
In Limine
Inspect
Issuance of Warrant in rem
Jencks Act Material
Joinder
Judgment NOV
Judicial Recommendation Against Deportation
Leave to Appeal
Leave to File Document
Medical Exam
Medical Treatment
Miscellaneous Relief
Modify
Modify Conditions of Release
New Trial
Order
Order of Competency to Stand Trial
Produce
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Quash Indictment/Information
Reconsideration
Recusal
Redact Transcript
Reduce Sentence
Reduce Sentence re Crack Cocaine Offense - 18:3582
Refund of Bond
Release Bond Obligation

Motions (continued)

Release from Custody
Release of Funds
Remand
Remission
Retain Rough Notes
Return of Property/PostTrial
Return of Property/PreTrial
Return of Surety
Review of the Ruling of a Magistrate Judge
Revoke
Sanctions
Seal
Seal Case
Seal Document
Separate Trial on Counts
Service by Publication
Set Aside Forfeiture
Set Aside Judgment
Set Aside Sentence
Set Aside Verdict
Sever Defendant
Show Cause
Special Appearance
Speedy Trial
Stay
Strike
Substitute Attorney
Suppress
Take Deposition
Travel
Unseal Case
Unseal Document
Vacate
Vacate (2255)
Victim Rights
Warrant
Warrant for Arrest of Property
Withdraw Document
Withdraw Plea of Guilty
Withdraw Plea of Nolo Contendere
Withdraw as Attorney
Writ
Writ of Habeas Corpus ad prosequendum
Writ of Habeas Corpus ad testificandum

Support Documents -- Motion/Response

Memorandum Brief in Support

Responses and Replies

Affidavit in Opposition to Motion

Affidavit in Support of Motion

Reply to Response

Response in Opposition

Response in Support

Response to Motion

Other Filings

Discovery Documents

Bill of Particulars

Demand for Alibi Witness

Demand for Public Authority Witness

Notice of Alibi

Notice of Alibi Witness

Notice of Error or Defect

Notice of Insanity Defense

Notice of Insanity Witness

Notice of Intent to Use Evidence

Notice of Issue of Foreign Law

Notice of Public Authority Defense

Notice of Public Authority Opposition Witness

Notice of Response to Discovery Request

Withdrawal of Alibi

Withdrawal of Insanity Defense

Withdrawal of Insanity Witness

Withdrawal of Public Authority Defense

Waivers

Waiver

Waiver of Counsel

Waiver of Detention Hearing

Waiver of Indictment

Waiver of Interstate Agreement on Detainers

Waiver of Minimum Time to Trial

Waiver of Preliminary Hearing

Waiver of Presence at Arraignment

Waivers (Continued)

Waiver of Presentence Investigation Report
Waiver of Rule 5 (c)(3) Hearing
Waiver of Speedy Trial
Waiver of Trial by Jury

Service of Process

Application for Writ
Application for Writ of Habeas Corpus ad Testificandum
Certificate of Service
Summons Returned Executed

Notices

Deferral of Prosecution
Nolle Prosequi
Notice (Other)
Notice of Attorney Appearance - Defendant
Notice of Attorney Appearance - USA
Notice of Change of Address
Notice of Intent to Seek Death Penalty
Notice of Judgment Debtor Exam
Notice to Resume Prosecution

Appeal Documents

Amended Notice of Appeal
Appeal of Magistrate Judge Decision to District Court - Criminal Case
Appeal of Magistrate Judge Decision to District Court - Magistrate Judge Case
Defendant Brief
Defendant Reply Brief
Designation of Record on Appeal
Government Brief
Government Reply Brief
Notice of Appeal - Conditions of Release
Notice of Appeal - Final Judgment
Notice of Appeal - Interlocutory
Notice of Cross Appeal
Subsequent Notice of Appeal - Final Judgment
Transcript Request - Appeal

Other Documents

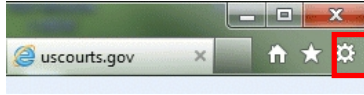
Addendum
Affidavit
Affidavit - Rule 5
Amended Document (NOT Motion)
Answer to Writ of Garnishment
Consent to Inspection of PSI
Corporate Disclosure Statement - Attorney
Information to Establish Prior Conviction
Invocation of Right to Silence
Notice of Intent to Request Redaction
Objection to Report and Recommendations
Post Hearing/Trial Brief
Post Hearing/Trial Reply Brief
Pretrial Memorandum
Pretrial/Prehearing Information Sheet
Redacted Document
Redaction Index
Redaction Request - Transcript
Refusal of Magistrate Judge Jurisdiction
Release of Lien
Reply
Response
Response to Order to Show Cause
Satisfaction of Judgment
Sealed Document
Sentencing Memorandum
Status Report
Supplement
Transcript Request

Restricted Criminal Events

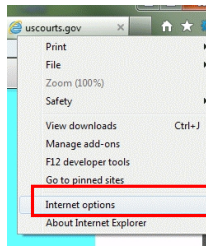
Motion to SEAL Search Warrant Documents
Motion to UNSEAL Search Warrant Documents
Response to Motion re Search Warrant Documents
Response/Objection to Presentence Investigation Report

Clear Cache - Internet Explorer

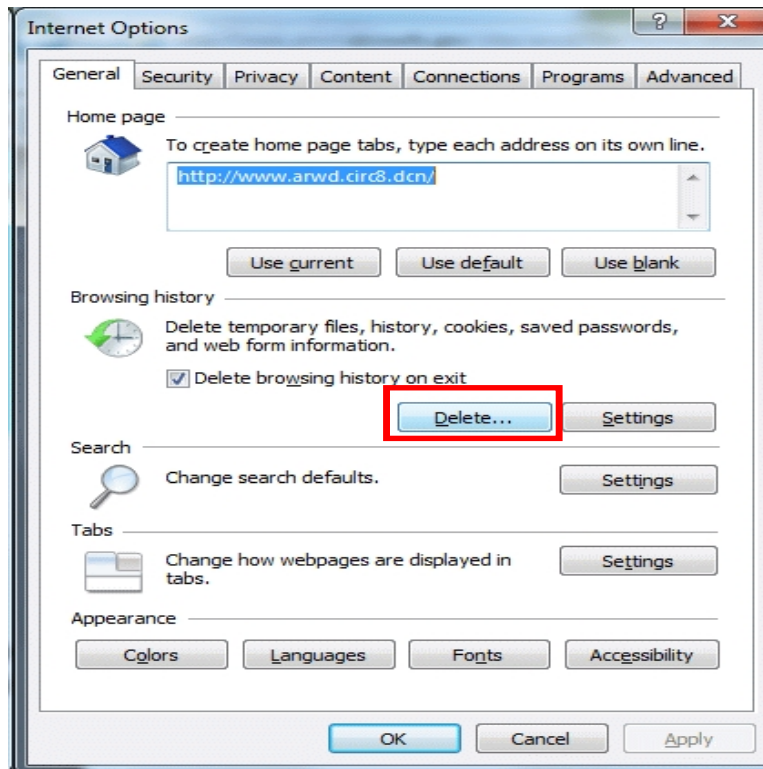
At the top of your browser window, click the tools icon.



Now click Internet Options

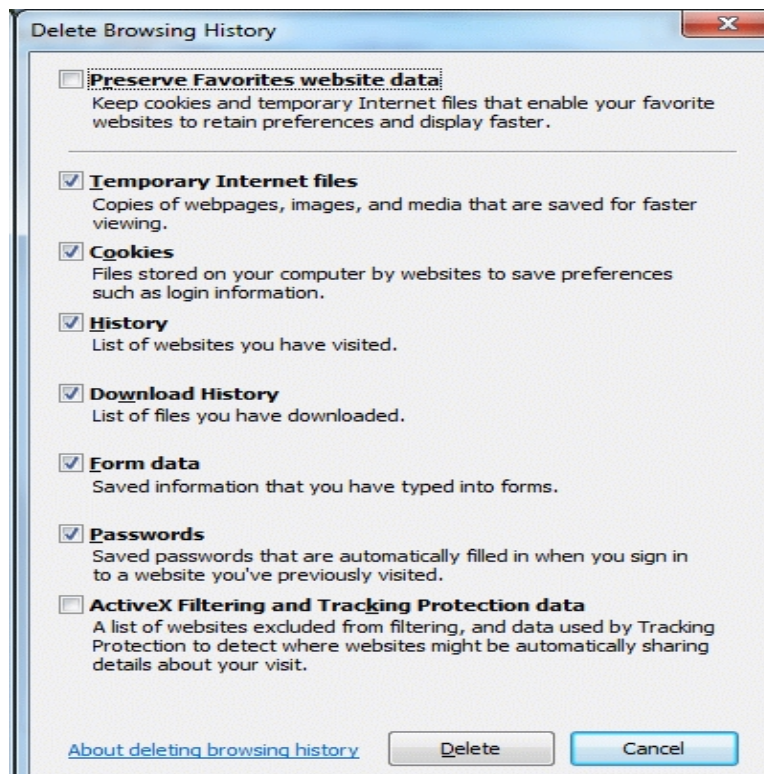


Now click to Delete Browsing history



Click to select Temporary Internet files, Cookies and History. Download History, Form data, Passwords and Active X Filtering and Tracking Protection data can be checked if not crucial to work production.

Note: You must be sure **Preserve Favorites website data** is not checked.



Depending on which version of Internet Explorer you are using, a pop up window will display to indicate that the deleting process has completed.

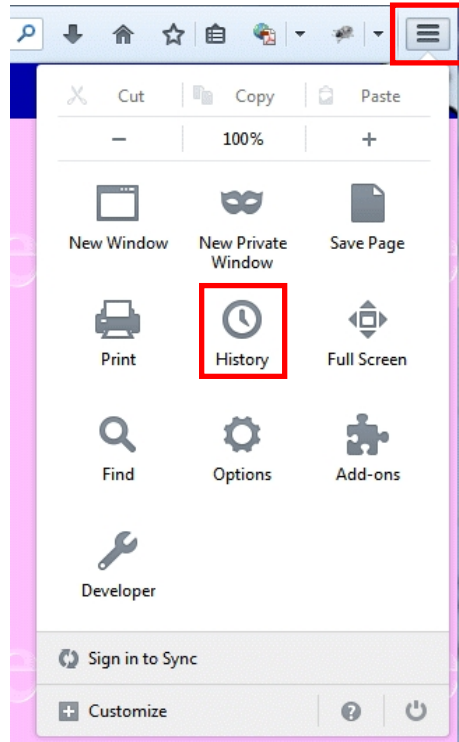


Close the boxes and close the browser. Reopen the browser and the correct Utilities options should display.

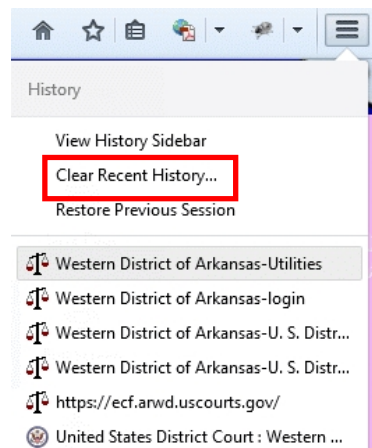
Clear Cache - Firefox

Depending on the version of Firefox that you are using, the options may be different. If available, click the Open Menu button.

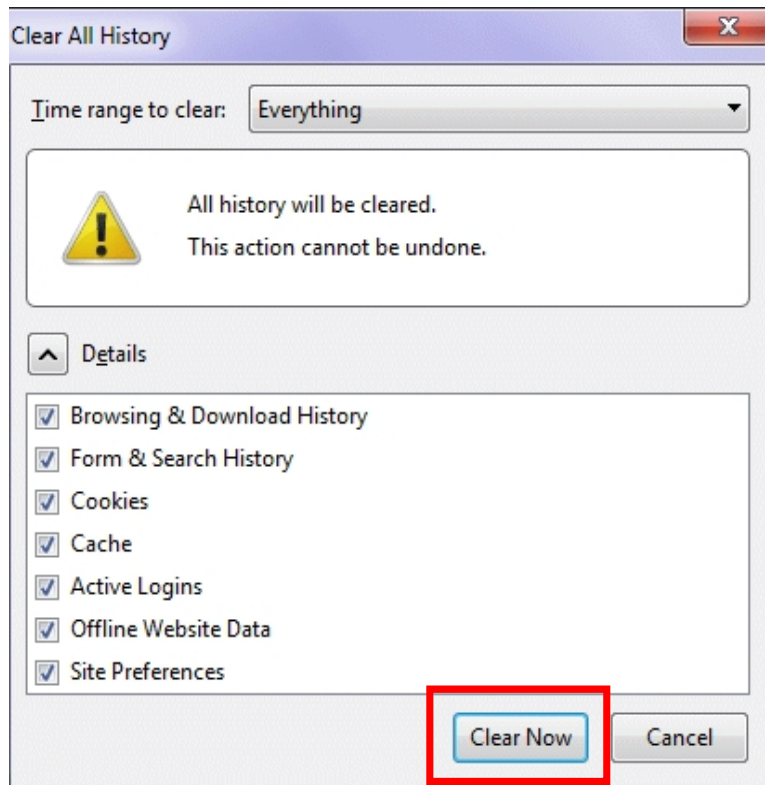
Then click the History button.



Click the option to Clear Recent History.



All options available to clear will be auto-selected. Keep all appropriate options selected and click Clear Now.



When the deleting process is completed the Clear All History box will no longer be visible.

Close the browser. Reopen the browser and the correct Utilities options should display.